St Robert of Newminster
Catholic School and Sixth form College

Bishop Wilkinson
Catholic Education Trust

Job Description

Post Title: Head of Department - Biology
Salary: Main Pay Scale 1 - 6 / Upper Pay Scale 1 - 3 plus TLR1a
Reports To: Deputy Headteacher / Head of Science

Job Purpose

To provide outstanding leadership and management of the Biology department, ensuring high standards of teaching, learning and achievement for all pupils. The postholder will be responsible for the strategic direction, development and performance of the subject area, and for leading a team of staff to deliver an ambitious, inclusive and high-quality curriculum. The Head of Department will play a key role in raising standards across the school, modelling excellent classroom practice, and contributing to whole-school improvement. The postholder will uphold and actively promote the mission, ethos and values of the school and Bishop Wilkinson Catholic Education Trust (BWCET), and fulfil all professional responsibilities in line with the School Teachers' Pay and Conditions Document (STPCD) and Teachers' Standards.

Main Duties and Responsibilities

Leadership and Management

- Provide clear strategic leadership and vision for the development of the subject area.
- Lead, manage and support department staff, including performance management, coaching and professional development.
- Establish high expectations and accountability across the team to secure strong outcomes for all pupils.
- Line manage departmental staff (as appropriate) and deploy staff effectively.
- Contribute to whole-school leadership, improvement planning and self-evaluation.
- Manage departmental resources, including budgets, accommodation and equipment.

Teaching and Learning

- Model outstanding classroom practice and maintain a high-quality teaching timetable.
- Ensure consistently high standards of teaching, learning and assessment across the department.
- Monitor and evaluate the quality of teaching through observations, work scrutiny and pupil voice.
- Use assessment data effectively to track progress, identify gaps and implement targeted interventions.
- Promote high expectations of behaviour, engagement and achievement.
- Ensure effective use of support staff within the department.

Curriculum and Standards

- Lead the design, implementation and review of a broad, balanced and ambitious curriculum aligned to statutory requirements and examination specifications.
- Ensure schemes of work and assessment frameworks are coherent, progressive and inclusive.
- Monitor pupil outcomes and take action to improve attainment and progress.
- Ensure effective preparation of pupils for external examinations.
- Promote literacy, numeracy and the effective use of ICT within the subject area.

Pupil Support and Welfare

- Promote a positive and inclusive culture within the department.
- Support pupils' academic and personal development, including through the role of form tutor where required.
- Work closely with pastoral and SEND teams to ensure all pupils' needs are met.
- Safeguard and promote the welfare of children in line with statutory guidance and school policies.
- Maintain effective communication with parents and carers.

Catholic Life and Ethos

- Promote and support the Catholic ethos, mission and values of the school.
- Contribute to the spiritual, moral, social and cultural development of pupils.
- Support collective worship and the wider life of the school.

Professional Responsibilities

- Fulfil all professional duties as set out in the STPCD and Teachers' Standards.
- Engage in appraisal and continuous professional development.
- Contribute to whole-school activities, meetings and events.
- Promote and adhere to all Trust and school policies, including safeguarding, equality, health and safety and data protection.
- Undertake additional duties as directed by the Headteacher commensurate with the post.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2026