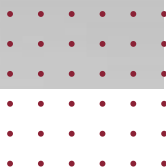


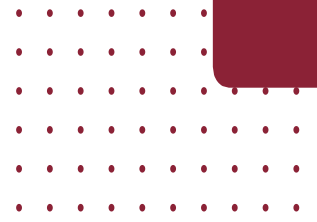


**Strathearn School**

**Teacher of  
Biology  
to A Level**



# CONTENTS



## SUBJECT

## PAGE NUMBER

INFORMATION ABOUT STRATHEARN SCHOOL AND THE SCIENCE/BIOLOGY DEPARTMENT	3
MAIN DUTIES & RESPONSIBILITIES	4
PERSONNEL SPECIFICATION	6
SCHEDULE OF APPOINTMENT	7



## INFORMATION ABOUT STRATHEARN AND THE SCIENCE/BIOLOGY DEPARTMENT

**Principal:** Mrs Nicola Connery

**Head of SCIENCE:** MISS J STEWART

**Head of BIOLOGY:** MRS J GRAY

**School Enrolment:** 813

**Teaching staff FTE:** 57

**Strathearn School** is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for music, sport, drama and the number of pupils taking STEM subjects. The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with first class buildings and sporting facilities. Pupils are drawn from a wide-ranging catchment area including East Belfast and North Down.

**Science** is a very popular and successful subject in Strathearn.

At Key Stage 3 there are five unstreamed classes of 24 girls. At Key Stage 4 pupils have the option of studying one, two or three separate science subjects, or science as a double award. Many of the sixth-formers opt to study science subjects at advanced level, so that two teaching groups usually exist for all three subjects, in both Lower and Upper Sixth.

The teaching of Science in Forms 1 & 2 is shared by all of the staff; in Form 3, the sciences are taught as separate subjects. At key stage 4 sciences are taught by staff working within their own disciplines. The work of the teachers is supported by a very competent technician Team.

It is the policy within the Department that all staff members will have a wide range of classes, including advanced level. Within the Department opportunity is given to gain experience in developing the curriculum or co-ordinating the work of a year group.

### **Classes**

Sixth Form: 8 periods per week

Forms 4 and 5 GCSE: 5 periods per week;

Form 4 and 5: Double Award Biology 3/4 periods per week;

Form 3: 2 periods of each individual science per week;

Forms 1&2: 5 periods per week of general science

### **Health and Social Care**

Health and Social Care was introduced into School in September 2019. The examination specification under study is CCEA

Staff development within the department is regarded as a priority. It is the policy that opportunities will be sought and given to facilitate personal and professional development.

# MAIN DUTIES & RESPONSIBILITIES

## Responsible To:

The Head of the Biology Department and through them to the Head of Science and to the Principal of the School.

## Teaching Duties:

Full -time teaching allocation

## Main Duties:

### 1) Exercise of general professional duties

A teacher who is not a principal shall carry out the professional duties of a teacher as circumstances may require:-

- (a) if he/she is employed as a teacher in a school under the reasonable direction of the principal of that school;
- (b) if he/she is employed by a board on terms under which he/she is not assigned to any one school, under the reasonable direction of that board and of the principal of any school in which he/she may for the time being be required to work as a teacher.

### 2) Exercise of particular duties

(a) A teacher employed as a teacher (other than a principal) in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the principal from time to time, such particular duties as may reasonably be assigned to him/her.

(b) A teacher to whom paragraph 1(b) refers shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the board or by the principal of any school in which he/she may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

#### 1. Planning

1.1 Planning and preparing courses and lessons;

1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;

1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

#### 2. General

2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;

2.2 Providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;

2.3 Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;

2.4 Communicating and consulting with the parents of pupils;

2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;

2.6 Participating in meetings arranged for any of the purposes described above.

#### 3. Assessment/Reporting

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

#### 4. Staff Development/Professional Development

4.1 Participating, if required, in any scheme of staff development and performance review;

4.2

a) Reviewing from time to time his/her methods of teaching and programmes of work;

b) Participating in arrangements for his/her further training and professional development as a teacher.

4.3 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

#### 5. Discipline/Health and Safety

5.1 Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

5.2 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **6. Public Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

## **7. Review and Development of Management Activities/Administration**

### **7.1**

- a) Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;
- b) Co-ordinating or managing the work of other teachers;
- c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **7.2**

- a) Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- b) Subject to the provisions of Article 22 of the Order, attending assemblies;
- c) Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

## **8. Number of days/Hours of work**

### **8.1**

- a) A full-time teacher, other than a teacher employed in a residential establishment, shall be available for work on 195 days in any year of which not more than 190 days should involve teaching children in a classroom situation;
- b) A teacher, other than a teacher employed in a residential establishment, shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal, or where he/she is employed by a Board on terms under which he/she is not assigned to any one school by the Board or the Principal of any school in which he/she may for the time being be required to work as a teacher, for 1,265 hours in any year exclusive of time spent off school premises in preparing and marking lessons and time spent travelling to and from the place of work;
- c) A teacher may not be required to teach or supervise children in a classroom situation for more than 25 hours in any week in a primary or special school and 23.5 hours in any week in a secondary school;
- d) Unless employed under a separate contract as a mid-day supervisor, a teacher shall not be required to undertake mid-day supervision;
- e) Subject to paragraph (f) all teachers shall be required to have a break of at least 30 minutes between the hours of 12 noon and 2.00 pm;
- f) Teachers in nursery schools and nursery units in primary schools shall be required to have a break of at least 30 minutes between the hours of 12 noon and 2.30 pm;
- g) For the purposes of this paragraph, a 'year' means a period of 12 months commencing on 31st July and a 'week' means a period of 7 days commencing on a Sunday.

## **9. Staff cover**

9.1 Supervising and teaching any pupils whose teacher is not available provided that:

- a) In schools with an average daily enrolment of 222 or less, in primary 1 and primary 2 classes in schools with an average daily enrolment greater than 222 pupils and in nursery classes in primary schools a teacher other than a supply teacher shall not be required to provide such cover:
- b) In schools with an average daily enrolment greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher, other than a teacher of primary 1 or primary 2 class or of a nursery class in a primary school, is absent or otherwise not available, or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

# PERSONNEL SPECIFICATION

This is a full-time temporary position to provide maternity cover from 28 April 2025 to March/April 2026. However, if necessary, this contract may be reduced or extended for any valid reason.

## Education and Professional Qualifications:

### Essential:

- Qualified teacher status.
- Honours Degree in Biology or related subject (2:2 or above).
- PGCE or equivalent in Biology or closely related subject.

### Desirable:

- Honours Degree in Biology or closely related subject (2:1 or above).

## Experience and Training:

### Essential:

- Experience of teaching Biology in a post-primary school.
- Evidence of continuing professional development.

### Desirable

- Experience of teaching Biology to GCSE and/or GCE level in a post-primary school.
- Experience of teaching Health and Social Care to AS/A2 level in a post-primary school.
- Familiarity with CCEA GCSE, AS and A2 Biology specifications.

## Knowledge, skills and personal qualities:

The person appointed will be expected to demonstrate the following:

### Essential:

- Effective classroom management skills.
- Good ICT skills.
- Excellent oral and written communication skills.
- Ability to work cooperatively as part of a team.
- Demonstrate a pupil-centred approach to learning and teaching.

### Desirable

- Ability to be flexible.
- Willingness to be involved in the promotion of extracurricular activities within and/or beyond the Science/Biology department.

The Board of Governors reserves the right to apply enhancement criteria should shortlisting require it.



# SCHEDULE OF APPOINTMENT

The information given below is the proposed schedule of appointment.

- (a) Suitably qualified teachers who are interested in being considered for this post are asked to complete an application form. Application forms should be emailed to the Principal's PA, Mrs Alison White at [awhite794@c2kni.net](mailto:awhite794@c2kni.net). The format of the application form should not be altered in any way.

Application forms are available on the school's website [www.strathearn.org.uk](http://www.strathearn.org.uk) or by email to [awhite794@c2kni.net](mailto:awhite794@c2kni.net). Please note that hard copies of the form are not available.

The closing date for receipt of applications is 12 noon on **Friday 29 November 2024**. Applications received after 12 noon on that date will not be accepted.

- (b) A short list of applicants to be interviewed will be drawn up and candidates will be notified if they have been invited to attend for interview.
- (c) The proposed date of the first interview will be in December. A second-round interview may be required.
- (d) The successful candidate will be informed by the Principal or a member of the panel.
- (e) A reserve list for future, similar vacancies, may be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate candidate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take up the post.
- (f) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (g) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. Interviewees should therefore ensure that they arrive at least 10 minutes prior to the scheduled interview time. Applicants are assured that the recruitment panel is not involved in these identity checks.
- (h) Canvassing of any kind will disqualify.

