



**TUDOR
HALL**

Head of Biology INFORMATION PACK



The Schools

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A*/A and 68.8% A*-B. At GCSE, 49.4% of grades awarded 9-7 (A*-A) which is above the Independent School sector average and 79% of grades were awarded 9-6 (A*-B).



Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



For further information about the schools, please visit www.tudorhallschool.com and www.carrdusschool.co.uk

Head of Biology

Our Heads of Department are talented and committed colleagues who all share a combined work-ethic and commitment to single-sex education whilst retaining their own unique personalities and approaches to teaching and learning in an all-girls, full-boarding, environment. We complement each other fantastically well and have a great deal of fun in working together. Whilst the Head of Department role itself is undoubtedly demanding, it is also extremely rewarding and stimulating. Irrespective of academic, pastoral or co-curricular responsibilities, the role of Head of Department role is all-encompassing.

Together, we will work on all aspects of teaching, learning and pedagogy across the School; we will support each other and develop our brilliant pupils to be the leaders of the future. Young women who will go out and make a difference in the world. What do we need from a Head of Department? The job description may look daunting but you will be given time table remission as part of your package, and essentially, I would be delighted to appoint a strong team player who is honest, committed, loyal, visionary, creative, talented, resilient, enthusiastic and ambitious.

What do you want from a Line Manager? I will do my very best to be encouraging and supportive. I understand that there may be aspects of the job description or the School culture that may be new to you and that you will need time to understand your new role and get to grips with it. I will fully involve you in all aspects of academic leadership relating to our School Development Plan and Vision 32. I will do my best to help you to progress and prepare for the next stage in your career. Your successful performance, and happiness in the role really matters to me, our pupils and your colleagues. I will do all that I can to help you achieve both.

Mr Simon Smith Deputy Head (Academic)

About the Department

The Biology Department is situated in a purpose-built science building. Girls study Biology, Chemistry and Physics as separate subjects throughout the school. In Years 10 and 11 the girls take either separate sciences or Combined Trilogy GCSE Science (worth two GCSEs). We follow the AQA exam board at GCSE and OCR at A Level. The Science department comprises the Head of Chemistry, Head of Physics and Head of Biology. There are a further four members of staff, a full-time and a part-time biologist, a chemist and a physicist. There are two experienced technicians and a STEM Coordinator



Duties and Responsibilities

The specific responsibilities for the Head of Biology include, but are not limited to:

Teaching and Learning

- Responsibility for ensuring the highest standards within the Biology Department;
- Demonstrating great enthusiasm for biology, promoting it throughout the school and encouraging departmental colleagues to do so, too;
- Demonstrating strong knowledge and understanding of the concepts, skills and content of biology;
- Responsibility for the monitoring of all teaching and learning within the department;
- Responsibility for delivery of the curriculum and specific schemes of work within it in all areas of the department;
- Monitoring the academic progress of all students and ensuring that their performance is maximised;
- Setting internal examinations and external entrance papers where applicable.
- Advising students on Higher Education courses in Biology and related science subjects, including preparation for Oxbridge candidates;
- Liaising with the Learning Support department;
- Ensuring the department supports the co-curriculum through running appropriate clubs and activities;
- Familiarising themselves with schemes of work and examination specifications for external candidates and ensuring that these are adhered to and covered in the time allocated;
- Ensuring where possible teaching is underpinned by the appropriate practical work;
- Ensuring thorough assessment of students' progress including marking of preparation and setting and marking of regular tests and examinations;
- Liaising closely with the Senior Leadership Team and in particular the Deputy Head Academic over academic matters.

Management

- Ensuring that the department performs at the highest level through strong leadership, regular monitoring and excellent communication;
- Ensuring that the aims of the department support the aims of the school, in conjunction with the other science areas;
- Evaluating the work of the department and planning future developments dependent on this;
- Monitoring and furthering the professional development of all colleagues in the department and monitoring the induction of new colleagues within the department;
- Supporting and fostering the curriculum of the school where there is a cross-curricular link;
- Managing the departmental budget, requesting new resources as required and ensuring that the Biology Labs meet the required health and safety standards;
- Attending Heads of Department meetings and reporting back to departmental colleagues;
- Chairing regular departmental meetings and ensuring minutes are taken and published as appropriate;
- Maintaining and annually reviewing the departmental handbook;
- Allocating staff to teaching groups and rooming if appropriate;
- Promoting the department by supplying suitable material for the school website, magazine, newsletter and prospectus, and maintaining the departmental area on Firefly;
- Fostering and maintaining links with feeder schools and secondary schools within the area;
- Evaluating and analysing candidates' performance in external examinations;
- Supporting colleagues within the department over classroom discipline if required;
- Ensuring adequate provision of resources in the library for the specific subject area;
- Keeping abreast of new developments in Biology across the independent sector .
- Attending Teaching and Learning Group meetings

General

- Reporting termly to parents in writing, completing them by the published deadlines;
- Supporting the school's Rewards and Sanctions policy;
- Ensuring appropriate standards of behaviour of the pupils in their care at all times;
- Maintaining an attractive teaching environment, reporting any problems concerning buildings or equipment;
- Attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, and Staff Meetings;
- Adhering to Health and Safety regulations at all times;
- Undertaking any other duties as may reasonably be required by the Headmistress.

Additional Duties for all teaching staff

- Taking on the role of Tutor for a small group of girls, which includes supporting house staff one evening per week in house
- Attending meetings and functions which may include weekends or evenings;
- Supporting the co-curriculum through their personal interests;
- Working with house staff and pastoral staff to enrich the full boarding life of the girls through trips and activities;
- Sharing general supervisory duties;
- Supervising prep one evening per week;
- Providing an Aim Higher session on a Saturday morning, once or twice a year.

All full-time teaching staff have an afternoon or part of a morning as protected planning and preparation time. Staff are required to attend whole school events around their planning time.

Teaching staff cover the professional duties of absent staff, the number depending on the timetable commitments and responsibilities of individual staff.



Person Specification

All teaching staff are expected to:

- be a positive, professional role model inspiring pupils to achieve the highest standards;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the education and welfare of young people;
- have a good Honours degree;
- have a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- have a strong work ethic;
- be committed to the full boarding ethos of the school;
- be able to support and extend the co-curricular life of the school;
- be in sympathy with the Christian ethos of the school;
- be an ambassador for Tudor Hall at all times.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.



Terms and conditions as per Employment Contract

Post:	Head of Biology
Hours:	Full time During school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year.
Probation period	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	Your service with the School is pensionable under the Teachers' Pension Scheme and as an alternative the School offers a defined contribution pension scheme for teaching staff. Full details of both schemes will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.
Benefits:	Free meals when available, 40% day fee pupil discount at Tudor Hall and 40% day fee pupil discount at Carrdus School, pro-rata for part-time staff.

How to apply

Send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with a completed application form to Mrs Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: recruitment@tudorhallschool.com.

Applications will be assessed in order of receipt. Please apply as soon as possible and not later than 13:00 on Wednesday 28 February 2024. Interviews will take place the following week.



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