**THE DIXIE GRAMMAR SCHOOL**

**JOB DESCRIPTION**

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| **POST** | Head of Biology |
| **RESPONSIBLE TO** | Head of Science |
| **DIRECT REPORTS** | TBC |
| **CONTRACT TYPE** | Permanent & Full Time |
| **SALARY** | Commensurate with skills and experience |

**JOB PURPOSE**

To lead the Biology department, developing and administering the subject under the leadership of the Head of Science and in line with the School's strategic plans.

**Main Duties and Responsibilities**

* Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
* Play an active pastoral role as a Form Tutor.
* To provide enrichment activities as part of a substantial, regular and frequent extra-curricular programme of clubs and/or societies.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work  within  the  school’s  health  and  safety  policy  to  ensure  a  safe  working environment for staff, pupils and visitors.
* Work within the school’s policy to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
* Engage actively in the schools Performance Development Review programme.
* Adherence to school policies.
* To promote high standards of behaviour, effort and attainment in line with school policies.
* Undertake other reasonable duties related to the role required from time to time.

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| **NB:**This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |