



HEAD OF BIOLOGY

Permanent and Full Time

Required to start 1 September 2024

We are one of the top-performing colleges in the country, situated in the cosmopolitan seaside city of Brighton & Hove. Working here offers the combination of both a wonderful place to work and a great city in which to live. Our students and staff are colourful, aspirational and hard-working – which is perhaps why 96% of employees would “recommend BHASVIC as a good place to work” and many of our students go on to Higher Education.

We are seeking to appoint to the post of Head of Biology & Environmental Science. This is an excellent opportunity for someone to lead and manage an exciting, vibrant and diverse team of staff and students. We are looking to appoint a highly organised and collaborative leader who can consolidate and successfully build on this outstanding area of our provision. The Head of B&ES works closely with sixteen other Heads of Department, contributing to the broader strategic and operational business of the college. Regular one-to-one meetings are held with Head of Faculty, and there are opportunities to participate in numerous cross-college initiatives such as BITESIZE staff development sessions and the BHASVIC Educational Research Group [BERG]. In short, the Head of Department is a vital and exciting role within the college management structure.

The Biology Department

The number of students taking science A levels at BHASVIC has grown significantly in the last few years, reflecting the excellent results and reputation of our Biology department. Approximately 650 students’ study within the department each year.

The successful candidate would have the opportunity to work as part of a friendly, effective and thriving team of staff currently comprising eleven teachers, supported by a superb team of technicians. The department is housed in a brand-new building where we teach in a suite of five brand new laboratories with associated prep room and student study space. The curriculum on offer comprises the following courses: A level Biology (WJEC Eduqas) and A level Environmental Science (AQA). As part of the College’s enrichment programme, the department also runs a highly successful Crest Award, and is also planning to offer courses on Sustainable Gardening and Maths Support for Biology.

Pay, Pensions and Safeguarding

The successful applicant will be offered a permanent full-time contract. The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. The current Management Pay Spine for this post is Grade C1-3. **The salary range for this grade is £52,061 to £55,293 depending upon management experience.**

All teachers at BHASVIC automatically become members of the Teachers’ Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers’ Pensions on behalf of the government. As a member of the TPS you will pay 10.2% of your gross salary and your employer pays a further 23.68%. Once you have started your job at BHASVIC you have the option to opt out of the teachers’ pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see www.teacherspensions.co.uk.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



HOW TO APPLY

For details of how to submit your application, please visit our website www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Please complete Parts 1 and 2 of the job application which can be found on our website. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

PART 2

Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel. Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

Your personal statement should:

- outline how your knowledge, experience and skills meet criteria **3, 4, 5, 6, 7, 8, 9, 10 and 12** in the Person specification.
- Should be no longer than 2 sides of A4
- Use Knowledge, Experience and Skills as headings
- Candidates will be short-listed on the person specification criteria alone. It is very important that your application is in the format requested.

Please note we welcome **job share applicants** for this post. If applying as a job share, both job share partners must complete a full application. Please specify that you are applying as a job share and state the initials of your proposed job share partner next to your own initials on Part 2 of the application form. Please also include in a cover letter details of how you and your job share partner propose to split the role.

The deadline for receipt of applications is **9am Wednesday 1 May 2024**

Interviews will take place on **Wednesday 15 May 2024**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

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(April 2024)



JOB DESCRIPTION

Post title: Head of Department

Responsible to: Head of Faculty

MAIN JOB ROLE: To provide leadership for a designated curriculum area, assuming line management responsibility for a team of staff. Work with this team and others to secure the achievement of the College's strategic priorities, principally focused on securing high quality teaching and learning, student outcomes and progression.

1. Managing People

- 1.1 Participate in arrangements for the appointment, induction, probation, promotion, appraisal and lesson observation of staff within your department.
- 1.2 Manage the performance of the staff in your department and challenge, when necessary, poor standards through relevant procedures regarding conduct, capability and discipline.
- 1.3 Manage and give professional support to staff in your department including their development and properly apply the College PDR system linking this to the self-assessment process and strategic development within the department and the College.
- 1.4 Ensure that staff in your department comply with College procedures for reporting and assessment.
- 1.5 Delegate specific departmental tasks, including course leadership, to teachers in your department to ensure the efficient and effective management of the department.
- 1.6 Be able to represent team issues to other audiences such as SMT, Governors, parents, students.
- 1.7 Care for others through the applications of Health & Safety procedures and ensuring equal opportunities for all staff.
- 1.8 Organise effective departmental meetings and ensure that minutes are taken.

2. Managing Other Resources

- 2.1 Ensure that all departmental finances and resources are managed in accordance with College policy and procedures.
- 2.2 Ensure that all College trips which are run in connection with courses and activities in your department are organised in accordance with College policy and procedures.
- 2.3 Ensure the quality of the learning environment including the quality of learning resources, displays etc. Ensure that students on courses and activities in your department are managed effectively; implement appropriate College policies and procedures and initiate College disciplinary procedures as appropriate.
- 2.4 Ensure that students on courses in your department are adequately prepared for examinations.
- 2.5 Ensure that all aspects of quality assurance are carried out in accordance with College policy and procedures.
- 2.6 Liaise with Admissions and Marketing to enable all courses and activities offered by your department to be marketed effectively.

3. Managing a Team

- 3.1 Lead and support the department in their achievement of individual and team objectives, making sure that members of the team meet professional standards.



- 3.2 Ensure that all courses and activities in your department are managed effectively and in accordance with College policy and procedures.
- 3.3 Ensure that team members engage with data, understanding its use and relevance.
- 3.4 Agree a vision with the team which appropriately balances stability and change and which fits with College strategy.
- 3.5 Ensure effective communication both within the team [e.g. through holding effectively minuted team meetings], between the team and the wider college [e.g. reporting to and from HoDs and other relevant staff] and with other stakeholders [e.g. parents]
- 3.6 Take a leading role in liaising with any relevant support for the department.

4. Planning and Managing Change

- 4.1 Keep up-to-date with all relevant developments in the department's curriculum areas.
- 4.2 Develop a view of the future and identify strategic options.
- 4.3 Participate, in liaison with your Head of Faculty, in curriculum planning for courses and activities in your department; ensure that the timetable is organised and deploy teachers appropriately for courses in your department, liaising with other Heads of Department as necessary regarding teachers who also teach within other departments.
- 4.4 Share knowledge and understanding with team members and produce plans with aims, objectives, timescales and allocated responsibilities.
- 4.5 Work to and meet deadlines.
- 4.6 Monitor, evaluate and adjust plans appropriately in the light of performance.
- 4.7 Participate in the development and dissemination of College strategy.

5. Other Responsibilities

- 5.1 To undertake any other particular duties which may reasonably be assigned to you by the Principal from time to time.
- 5.2 To fulfil your own responsibilities as a subject teacher, as detailed in the job description for a full-time teacher.



PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes. **Please ONLY address the criteria 3, 4, 5, 6, 8 and 10 in your personal statement. Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

Your personal statement should not be longer than 2 sides of A4, 10 point font size.

PERSON SPECIFICATION: HEAD OF DEPARTMENT			
We are looking for someone who can demonstrate the following:		ESSENTIAL	DESIRABLE
QUALIFICATIONS			
1	Qualified at degree level in one of the subjects on offer within the department and in possession of an appropriate teaching qualification (e.g. PGCE or equivalent)	x	
KNOWLEDGE			
2	Up to date subject knowledge at an appropriate level and a firm understanding of how students learn	x	
3	A good understanding of what constitutes effective Learning Assessment and Teaching strategies	x	
4	An understanding of the demands associated with the management of human, physical and financial resources	x	
EXPERIENCE			
5	Recent experience of teaching one or more of the subjects on offer within the department at advanced level and of addressing the needs of students both inside and outside the classroom	x	
6	Experience of managing a course or significant elements of a course	x	
7	Experience of managing a substantial team		x
8	Experience of leading and/or contributing to quality assurance processes	x	
SKILLS			
9	Ability to deliver a high standard of learning, assessment and teaching	x	
10	Ability to evaluate, reflect honestly, improve continually and to promote reflective practices within the department	x	
11	Understanding of and responsibility for promoting high standards of literacy, numeracy and ICT	x	
12	Creative leadership abilities to manage own and others' performances while building productive working relationships and the trust and support of colleagues, students and external contacts	x	
PERSONAL AND PROFESSIONAL CONDUCT			
13	Maintain high standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, and be able to act within the contractual frameworks which set out their professional duties and responsibilities having regard to the SFCA teaching standards.	x	



BHASVIC

14	Have regard for the need to safeguard students' well-being in accordance with statutory provisions, show tolerance of and respect for the rights of others, not undermining British values.	X	
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