



TOWNLEY
EST 1937
GRAMMAR SCHOOL

Head of Biology

Information for Candidates





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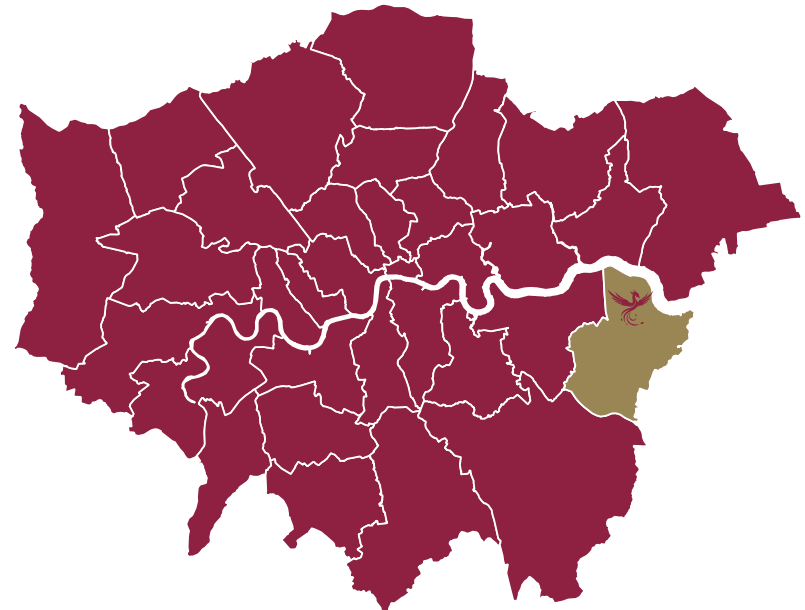
TOWNLEY
EST 1937
GRAMMAR SCHOOL

Townley Grammar School Townley Road,
Bexleyheath, DA6 7AB



Our School

Townley Grammar School is an academically selective and socially responsible girls' state grammar school with a coeducational Sixth Form. Located in the London Borough of Bexley, Townley was founded in 1937 and has over the years established a tradition of academic excellence, scholastic endeavour and lifelong learning. Townley encourages academic, emotional and physical confidence; our students are inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes. The school has exceptional academic, co-curricular and enrichment facilities, including the Townley Theatre, the Ada Lovelace Suite and the Drama and Dance studios.





Welcome

Thank you for your interest in working at Townley Grammar School in this important position as Head of Biology. We are a school committed to providing a wealth of opportunities to our students and colleagues.

Townley Grammar is served by a dedicated and committed staff body, comprising of over 120 teachers and 40 associate staff, who work with our student body of nearly 1600. The school is part of the Townley Grammar School Trust, which is currently a single academy trust. We do, however, work collaboratively not only with our local schools but also with leading edge schools from across the country. We benefit from a wide range of international partnerships in the USA, India, Japan, Argentina, Europe and beyond.

We are an exceptional school, rated outstanding by Ofsted in 2023, and highly commended by the DfE for our character education provision. This post will provide you with an excellent opportunity to deliver successful, sustainable and meaningful change and to contribute to a united community at an exciting time in our journey.

Our values are the foundation upon which our school community is built. These values – consciousness, courage, compassion and curiosity - are not mere words that adorn our walls, they are the essence of who we are and what we stand for. They will shape our interactions, our expectations, and the very fabric of our school community as we continue to grow and strengthen. These values, like threads woven together, form the fabric of our shared experience.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Townley Grammar. We are committed to providing an excellent place to work where colleagues can develop their expertise and experience.

If you have any further questions to aid your decision, or you would like to visit the school in advance of an application, simply get in touch – details are provided on page 13.

Applications will be considered as they are received but must be submitted by Friday 10th May 2024.

Finally, thank you for taking an interest in the Head of Biology position at Townley. I do hope you will decide to apply – I look forward to meeting you.

Nevita Pandya
Headteacher



Consciousness



Courage



Compassion



Curiosity



Head of Biology

This position offers an exciting opportunity for an exceptional Biology teacher and visionary leader to join an extraordinarily successful school and department with great ambitions. We would welcome applications from someone ready to start their own leadership journey or an experienced leader.

As a Head of Biology, you will be responsible for the strategic leadership, development, and realisation of Biology at Townley Grammar School. You will be responsible for guiding, appraising, and supporting members of the Biology team and for the effective deployment of resources. You will ensure Biology teaching is inspiring, keeping staff abreast of educational developments.

The successful candidate will also play a significant role within the Science faculty and wider school life; meeting with the Science cluster leader, Heads of Department and Senior Leadership link to ensure collaborative cross department and whole school initiatives are successful.

If you share in our high aspirations for our students, we would be delighted to hear from you.





Science at Townley Grammar School

The Science Faculty at Townley Grammar School is a thriving and successful focal point of our school community. Student outcomes are impressive, and from year 9 each student will study for Triple Award GCSE. The number of students who choose to study Science at A-Level is exceedingly high and testament to the success and popularity of the Science faculty.

Most students who study Science A level courses go on to university to read medicine, dentistry, one of the branches of engineering or computer science.

Science is central to our school ethos as we promote STEM and all its associated leadership opportunities to our students. The science team is led expertly by a faculty leader, complemented by individual heads of department across the sciences. All our teachers are subject experts who are central to the academic development and strengths of our students. The team are an exceptional group of individuals who work closely together in a supportive and positive environment,

Lessons are taught in our purpose-built area housing classrooms and laboratories with practical experiments ably supported by a large team of science technicians.

Student learning experiences are enriched by a range of multi-disciplinary science co-curricular clubs and an impressive array of international trips including opportunities to engage with leading companies in Silicon Valley and global organisations such as the European Organisation for Nuclear Research in Cern, Switzerland. Furthermore, we have established partner schools in Argentina, USA, and Japan; offering many opportunities for both staff and students.





Why work for us?

Here at Townley, we view Education as a Creative Process.

Townley Grammar School is one of the country's leading grammar schools, committed to developing academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. By choosing to embark on a career at Townley Grammar School you are opening your professional self to an array of opportunities. We pride ourselves on providing staff with opportunities through a multitude of national and international partnerships, all whilst teaching in a supportive and positive school environment.

Working at Townley is a rewarding and enriching experience. Our large team of often long-standing expert and specialist staff is welcoming and friendly. Individual opportunities for personal and professional development are actively encouraged and broader opportunities are provided to the whole staff body at regular intervals through the year.

Our holistic approach to education nurtures every student, enabling them to develop their potential while making friendships and enjoying life to the full. We believe that learning together in a supportive environment provides the best framework for students to excel at school, to discover new ideas, skills and enthusiasms and to prepare for university and the boundless opportunities in the world of work and life in general.

Diversity and Inclusion

We are a diverse and inclusive school community, as a leading grammar school we are conscious of our duty and responsibility to serve our diverse school community and endeavor to narrow opportunity gaps within the national education system for students and staff. The school is actively engaged in ensuring our recruitment drives encourage applications from a wide pool of talent and we actively seek diverse thinkers.





Benefits



- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve
- Two-week October half term and 6-week summer break
- 5 INSET Days and an additional 5 Academy Days every academic year, partly flexible to facilitate working from home
- Dedicated professional development time every Monday when school finishes at 2.30pm
- PPA is 10% of timetable (3 lessons per week), with an additional 6.5% (2 lessons per week) of allocated 'free' time (which can be used for cover if and when needed)
- Excellent professional development opportunities with support for external qualifications (for example studying a Masters)
- Opportunities for international travel through the vast array of trips and visits across the globe
- No graded lesson observations
- Marking Policy encourages whole class feedback and other methods to minimise marking and workload
- A thriving staff wellbeing focus with free tea & coffee every morning break, regular staff socials, coffee mornings and opportunities for cross departmental interaction through our Professional Families programme
- On site secure parking
- Childcare Voucher Scheme
- Use of School Gym facilities
- Employee Assistance Programme
- Family Friendly Policies
- Reduced Rate for Facilities Hire
- All teaching staff are provided with their own laptop



Our Staff



When I joined Townley in September, I was pleasantly surprised by how quickly I felt a part of the school community. During induction, every member of staff was incredibly welcoming and new staff always felt like a priority for all, regardless of their job description. So far this year, I have had the opportunity to travel abroad with a group of Year 11 students; lead several extra-curricular competitions and take part in a unique CPD conference about AI. At Townley, your professional development is always at the forefront, always a priority and never an afterthought. As an ECT, I have felt incredibly supported, however I have also been allowed the freedom to grow as a teacher in my own right, resultantly I am continually gaining more confidence and becoming a better practitioner. Everyday life here is joyful and the pupils are incredibly motivated, they often surprise me with the extent to which they inspire me.

Lily



My Townley induction was excellent, very informative and really made me feel welcome when joining the school in September. There has been lots of support with regards to settling in and all staff including department and SLT have made sure that new starters know where they can go for support should they need it. There is a very positive working environment at Townley, it is clear that staff wellbeing is valued. In terms of opportunities since September I have had the opportunity to step into a learning manager role, there its lots of opportunity for progression.

Louis



I really felt welcomed and supported right from the outset. The school's approach to leadership and collaboration seems innovative and equitable. You really have a sense that everyone is working towards the same goals, to provide an inspirational, challenging and safe environment for young people to learn and flourish. I particularly liked the 'Speed dating' with SLT members, it was a relaxing and fun way to get to know each other.

Jaymie



Consciousness

Exploring Minds,
Igniting Awareness



Courage

Kind Heart, Fierce Mind,
Brave Spirit



Compassion

Nurturing Hearts,
Uniting Lives



Curiosity

Enquire, Envision,
Empower



Job Description

Key Duties and Responsibilities:

In line with Teaching Standards

Professional Standards

- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Take responsibility for their own professional development and engage with the Performance Management process.
- Act upon advice and feedback and be open to coaching and mentoring.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Evaluate their performance and be committed to improving their practice through appropriate professional development.

Teaching and Planning

- Have a secure knowledge and understanding of the subjects/curriculum areas they teach including: the contribution that their subjects/curriculum areas can make to cross-curricular learning, recent relevant developments, and related pedagogy.
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.
- Be flexible, creative and adept at designing and refining approaches to teaching that are effective and consistently well-matched to learning objectives.
- Have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise the learning experience to provide opportunities for all learners achieve their potential.
- Identify SEN or very able pupils.
- Plan and teach challenging, well-organised lessons and sequences of lessons that:
 - are informed by relevant and up-to-date subject, curriculum and pedagogical knowledge;
 - use a range of teaching and learning strategies and resources, including e-learning, adapted to meet learners' needs effectively; and
 - take account of the prior learning and attainment of those they teach and underpin sustained progress and effective transitions.
- Plan, set and assess coursework for examinations, homework and other out-of-class assignments to sustain learners' progress and to extend and consolidate their learning.



Job Description

Assessment and Target Setting

- Setting clear and challenging targets for each pupil that build on prior attainment.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Use an appropriate range of approaches to assessment, including the importance of formative assessment.
- Use local and national statistical information to evaluate the effectiveness of their teaching, to monitor the progress of those they teach and to raise levels of attainment.
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.
- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment.
- Use assessment as part of their teaching to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.

Teamwork and Communication

- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Promote collaboration and work effectively as a team member.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Communicate effectively with learners and colleagues.
- Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.



Person Specification

Teacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> · QTS (Secondary age range). · Degree level qualification. 	<ul style="list-style-type: none"> · Further professional qualification. · External examination experience.
Experience	<ul style="list-style-type: none"> · Proven track record of successful teaching across the ability range. · Judged as a 'Good' teacher. · Setting and achieving ambitious goals and challenging targets. · Ability to teach up to GCSE and A Level in their specialist area. 	<ul style="list-style-type: none"> · Participation in whole school initiatives. · Judged as an 'Outstanding' teacher. · Performance management. · Experience of successfully running extra-curricular activities. · Management of staff.
Professional Development	<ul style="list-style-type: none"> · Evidence of relevant further professional development. 	
Knowledge/special aptitudes	<ul style="list-style-type: none"> · Ability to interpret and analyse performance data. · Understanding and commitment to safeguarding procedures. · Good use of ICT as a teaching and learning tool. · High expectations of students and the ability to ensure that all students' needs are met. · The ability to build positive relationships with colleagues, students and parents. · Understanding of a broad range of current relevant educational issues/initiatives. 	<ul style="list-style-type: none"> · Knowledge of successful intervention strategies. · Extensive curriculum knowledge.
Personal Qualities/skills and Characteristics	<ul style="list-style-type: none"> · Ability to prioritise, plan, organise self and others. · Excellent communication, written and verbal. · Sense of humour! 	<ul style="list-style-type: none"> · Willingness to contribute to whole school improvement. · Ability to cope calmly under pressure.



Application Process

Townley is passionate about nurturing a love of Biology and inspiring future scientists. If you are a visionary leader with the ambition to match ours, we invite you to join our vibrant Science Faculty and embark on this exciting journey with us. We offer a collaborative and supportive environment where your expertise and leadership will be celebrated – we look forward to meeting you!

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK. All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation, and the school's articles of government.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

To Apply: Complete the application form found at the link below or scan the QR Code opposite.

<https://www.townleygrammar.org.uk/userfiles/tgomvc/documents/hr/TGS-Application-Form.pdf>

Closing Date for Applications: Friday 10th May 2024

We encourage applicants to apply early as the school reserves the right to close the vacancy should we feel able to appoint an appropriate candidate.

Interviews week comencing Monday 13th May 2024





School Location and Siteplan



📍 Address: Townley Grammar School, Townley Rd, Bexleyheath DA6 7AB

🌐 Website: www.townleygrammar.org.uk