



JOB DESCRIPTION

Downside School

Post Title: Teacher of Biology and Environmental Science

Department: Science

Location: Stratton-on-the-Fosse, Radstock

Reports to: Head of Biology

Date of Issue: December 2025

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.

Role Summary

To teach Biology to years 9 to 13 and Environmental Science to years 12 and 13 with a range of ability levels. There may also be the requirement to teach general Science to year 7 and 8. Planning and preparing lessons in line with the faculty's schemes of work, and ensuring appropriate work is set, assessed and marked. This will be in accordance with School and national guidelines and the requirements of examination boards, to the greater benefit of the pupils. You will promote Biology and Environmental Science by means of academic enrichment and seek opportunities to develop teaching and learning within the subject area.

Duties and Responsibilities

The following list is not exhaustive but the post holders' principal responsibilities are:

Teaching

- Be an excellent teacher
- Be committed to raising academic standards and improving the quality of teaching and learning within their subject
- Plan lessons thoroughly in accordance with School policy and in line with the faculty's schemes of work
- Ensure that individual lessons are sufficiently challenging and enable all students to learn at all points in the lesson
- Inspire pupils to continue their learning beyond lessons

- Engender an atmosphere within lessons, which is conducive to active learning and encourages pupils to learn collaboratively
- Actively promote the subject, for example by using suitable wall displays
- Ensure that effective use is made of the resources available within the department and that they are well maintained
- Actively seek CPD opportunities

Tutoring

- Complete daily tutor periods / registration
- Teach one PSHEE lesson per week to the tutor group
- Complete one evening prep duty per week in house
- Monitor all aspects of the academic, pastoral and co-curricular life of tutees
- Write reports and monitor subject reports for tutees
- Liaise with the HsM and academic leadership team about tutees
- Attend half termly house meetings
- Support house and tutee events
- Maintain regular contact with parents/ guardians
- Manage additional supportive measures for tutees when required eg. work report
- Assist tutees with the UCAS application process (Sixth Form tutors only)
- Write UCAS references (Sixth Form tutors only)

Assessment, Recording and Reporting

- Set ambitious, yet realistic, targets for pupils and encourage them to fulfil their academic potential
- Ensure that appropriate work is set on a regular basis and is forthcoming from all pupils
- Monitor and track the progress of pupils by setting appropriate assessments in line with faculty policy
- Ensure that assessed work is marked on a regular basis in accordance with School policy and that it is appropriately annotated to enable pupils to assess their own learning
- Implement the faculty's support strategies for underperforming pupils
- Assist with the running of additional support sessions and revision lessons
- Maintain accurate records of all assessed work
- Complete all interim, half term and end-of-term reports in a professional manner

Liaison

A teacher is expected to liaise with:

- The Head of Department, to make that person aware of any matters likely to affect their ability to perform their teaching and pastoral roles effectively
- The Head of Department with regard to all academic matters
- The Head of Department, Tutors and parents with regard to pupils, who are a cause for concern to a member of the Department in terms of underperformance
- The Head of Department with regard to matters involving the fabric of faculty rooms and their upkeep

Professional Standards

- Support the Catholic and Benedictine ethos of the school
- Keep abreast of national educational initiatives
- Make a significant contribution to co-curricular activities and the boarding life of the School
- Set a good example to students by appropriate dress, conduct and punctuality
- Treat all members of the School community with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Take responsibility for personal professional development within the School's CPD programme
- Attend all faculty and staff meetings as required
- Promote the School on public occasions, such as Open Days, Parents' Conferences and Prize Day
- Ensure that all deadlines are met as published in the School calendar
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Head Master (directly or indirectly)

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation;
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

Received by (print name): _____

Signature: _____ **Date:** _____

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	Honours degree in the subject you are applying for or an appropriate related discipline from a recognised university	PGCE/GTP/QTS Relevant INSET	Application
Experience	Teaching to GCSE/IGCSE and A Level, and/or Pre-U and IB Demonstrable experience of excellent teaching and results	Excellent track record of examination success for sets taught Experience of coordinating educational/field trips Pastoral experience within a similar setting	Application/ Interview
Skills	Ability to teach at all levels up to and including university entrance Able to incorporate ICT into lessons Excellent oral and written communication skills Ability to motivate and enthuse pupils, and work collaboratively with colleagues Ability to contribute significantly to the school's co-curricular programme Ability to prioritise and be well organised	ICT proficiency eg interactive lessons Ability to coach sports and a range of other co-curricular activities eg Duke of Edinburgh, CCF	Application/ Interview
Knowledge	Secure subject knowledge Awareness of examination specifications and requirements, and how to use this information to raise academic standards	Application of AfL to the development of teaching and learning Willingness to develop own learning of the subject	Application/ Interview

	<p>Awareness of appropriate teaching and learning strategies, and the importance of self-evaluation</p> <p>Awareness of safeguarding and pastoral issues</p> <p>Appreciation of the ethos of a Catholic and Benedictine boarding school</p>		
Personal competencies and qualities	<p>A passion for the subject you are applying for Biology</p> <p>Commitment to CPD</p> <p>Calmness under pressure</p> <p>Resilience, commitment, and confidence</p> <p>Both independent and a team player</p> <p>Flexible and adaptable</p>		Application/ Interview

Received by (print name): _____

Signature: _____ **Date:** _____