



Ashlawn School
Head of Subject: Biology

Job Description and Person Specification



Welcome from the Principal

As the Executive Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Executive Principal

About the Role

Thank you for your interest in the position of Head of Subject: Biology at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting a Head of Subject: Biology who is ambitious, reflective and highly effective practitioner who is passionate about delivering an exceptional education for every pupil. The successful candidate will be an inspiring subject specialist with a proven track record of strong classroom practice and a commitment to high standards of teaching, learning and behaviour. They will bring the ability to lead, motivate and develop colleagues, using data intelligently to drive pupil progress and close gaps in attainment. With a clear understanding of curriculum design and assessment, they will be committed to delivering a high-quality learning experience that meets the needs of all learners. The ideal candidate will be organised, resilient and proactive, able to manage competing priorities while maintaining a positive and solution-focused approach. They will share our commitment to safeguarding, inclusion and equality, and will play a full and active role in the wider life of the school, building strong relationships with pupils, staff, parents and external partners.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Head of Subject: Biology
Salary:	MPS / UPS plus TLR2c
Contract:	Full Time Permanent
Responsible to:	Head of Subject: Science
Key relationships/Liaison with:	Vice Principals Tutors Mentors Students Parents
Job purpose:	To lead and develop the subject area, ensuring high standards of teaching, learning and achievement for all pupils. The post holder will be responsible for setting a clear vision for the subject, supporting and line managing staff, and driving continuous improvement through effective curriculum planning, assessment and the strategic use of data. They will ensure a high-quality learning experience that meets the needs of all learners, promotes strong behaviour and engagement, and reflects whole-school priorities including literacy, numeracy and safeguarding. The role also involves monitoring the quality of teaching and outcomes within the department, managing resources effectively, and contributing to the wider life of the school, including parental engagement and enrichment opportunities.
MAIN ROLE AND RESPONSIBILITIES:	
To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.	

- To lead the department and line manage staff as appropriate.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required by school and curriculum team policy.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. To ensure that Literacy and Numeracy is reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials and schemes of learning.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To actively use SIMS, CPOMS and Edulink to ensure that incidents and actions are meticulously logged.
- To attend meetings and reviews as necessary, contacting parents as required.
- To use restorative practices to support relationships.
- To be alert to safeguarding issues, log and pass on concerns as appropriate, deal confidentially and sensitively with parents and students undergoing difficulties.
- To maintain records in relation to consequences and rewards and use data accordingly.
- To understand and apply school policies in relation to health, safety welfare and Child Protection.
- Ensure that all duties and services provided are in accordance with School's Equal Opportunities Policy.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To line manage colleagues as directed.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To promote a positive image of the School through dealings with outside bodies.

Management of Resources

- To manage the process of the ordering and allocation of equipment and materials within the Department.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, team and the pupils.

Pupil Achievement

- To make use of assessment data at team level to set appropriate subject targets and to track and monitor the progress of pupils.
- To implement the School Rewards, Feedback and Reporting policies, to monitor their implementation and to give feedback to pupils.
- To promote co-curriculum activities beyond the taught day which give pupils the opportunity to take responsibility and to extend their learning.

Staff, Performance Management and Professional Development

- We are committed to ongoing CPD and offer a variety of formal and informal support to all staff no matter what their role.

Premises and Administration

- To ensure that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Post holders 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.

Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Head of Subject: Biology
Responsible to: Head of Faculty: Science

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	• QTS • Degree in Science or related subject	• Further relevant qualifications / CPD
Experience	• Experience teaching Science at KS3 and KS4. • Demonstrable enthusiasm for working with young people. • Experience in a secondary school setting teaching Science. • Demonstrable experience of strong communication skills and high-quality teaching. • Experience / confidence to lead a team.	• Experience teaching Biology or similar at KS5. • Experience teaching across other subject areas. • Working with children with English as an Additional Language and/or SEND. • Experience in leading a team
Knowledge/Skills (Ability to)	• Ability to develop knowledge and understanding of the key concepts in subject • Evidence of understanding young people's emotional and educational needs • Knowledge of responsive and adaptive teaching • Knowledge of behaviour management strategies • Excellent numeracy and literacy skills • Effective verbal and written communication skills • A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	• Evidence of understanding of current research and pedagogy within Science.

	• Good time management skills • Ability to handle sensitive and confidential information and issues appropriately • Ability to work independently and as part of a team • Ability to take responsibility and work with autonomy within set boundaries • To establish good working relationships at all levels – pupils, teachers, senior management, board of trustees etc. • Ability to self-evaluate learning needs and actively seek CPD • Able to monitor and evaluate teaching, learning and school policy • Able to identify the necessary resources which ensure high quality teaching and learning • Able to assess the needs of individuals to inform the targeting of individual needs	
Personal Qualities	• Calm • Confident • Flexible • Reliable • Professional and confident	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Position advertised:	2 October 2026
Closing date:	14 October 2026 (9am)
Final shortlisting:	16 October 2026
Final panel process:	W/C 19 October 2026