

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. ISI recognised the exceptional standard of boarding with an **'Outstanding'** inspection



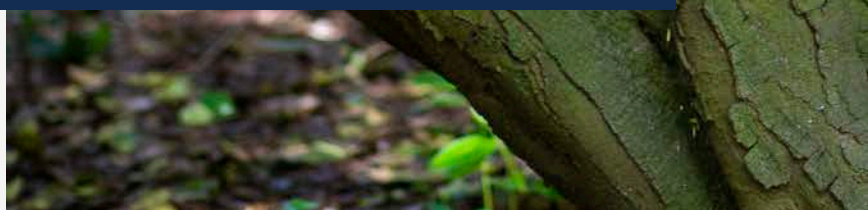
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. We have an exceptional Library that is central to the learning experience of the entire community.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 11 Boarding House was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



SCIENCE AT MSJ

All pupils from Year 3 upwards enjoy their science lessons in purpose built and well-equipped laboratories in our Science Education Centre; there are 9 laboratories in the Centre with 3 for each subject. Separate sciences are taught in years 7 and 8, with the GCSE course commencing in year 9 studying topics common to both the separate and combined GCSE qualification across the 3 sciences. In year 10 the GCSE Biology, Chemistry and Physics are offered as separate science subjects, or as a 'Combined Science' award teaching the AQA Trilogy specification. AQA is the examination board for all KS4 science courses (GCSE) and for the A level Chemistry and Physics courses. For Biology in the Sixth Form, Departments run many extra curricular activities and embrace the aims of National Science Week (NSW). MSJ holds an annual Institute of Physics lecture. The School enters students for National Olympiad competitions in Biology, Chemistry and Physics.

THE BIOLOGY DEPARTMENT

The Biology Department is part of the Science Department, which also encompasses Chemistry and Physics, each of which has its own Head of Subject and dedicated laboratories/workshops, prep rooms and offices. A significant number of girls in the Sixth Form study at least one Science at A Level, such is the popularity of these subjects.

The Science Education Centre has won an Architectural award and comprises nine laboratories, including three Biology laboratories, six classrooms for mathematics, an ICT suite and three specialist science preparation rooms. Experienced, innovative and committed subject teachers are supported by a team of excellent technical staff. Students from Year 3 upwards enjoy their science lessons in purpose-built and well-equipped laboratories.

The Curriculum

Separate sciences are taught at Key Stage 3, whilst at GCSE, Biology, Chemistry and Physics are currently offered as separate science subjects, or as a Double Science award. AQA is the examination board for all KS4 science courses (GCSE Separate Sciences and GCSE Combined Science: Trilogy) For Biology in the Sixth Form, the examination board is OCR.

Extra-Curricular Activities

In addition to the formal curriculum lessons, the Science Department runs extra-curricular activities and embraces the aims of British Science Week. MSJ holds an annual science lecture which is open to members of the local community as well as to the School. The School enters students for National Olympiad Competitions in Biology, Chemistry and Physics and prestigious awards have been attained. The Biology Department arranges educational visits to such events as Year 13 Nettlecombe Field Studies Council residential course, Year 10 West Midlands Safari Park trip, enrichment trips to the Cheltenham Science and Literature Festivals and a Year 9 RAF Cosford trip. We have Science ClubS for Years 7 – 9 and a MedSoc Society for Years 11-13



TEACHER OF BIOLOGY JOB DESCRIPTION

AT A GLANCE



FULL TIME



REPORTS TO
DEPUTY HEAD
ACADEMIC

ABOUT THE ROLE

Accountability

The Teacher of Biology is accountable to the Head via the Head of Biology, the Deputy Head Academic on matters relating to Curriculum, Teaching and Learning, and the Deputy Head Pastoral on matters relating to Pupil Wellbeing and Pastoral Care.

Main purpose of post

The role of the teacher is to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head of Biology and Deputy Head Academic. This requires them to:

- Promote outstanding teaching and inspire a love of learning within the department
- Teach Biology across Key Stages 3/4/5
- Undertake duties as an Assistant Form Tutor/Form Tutor, as outlined in the Staff Handbook
- Adhere to whole-School policies within the department
- Support the visions, aims and objectives of the School
- Be committed to the values and culture of the School, centred around its Boarding ethos
- Be committed to the longer-term development and promotion of the Biology Department

Duties and responsibilities :

Particular Responsibilities

The post holder interacts on a professional level with colleagues; the post holder seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum, with the aim of continuously improving the quality of teaching and learning in the school.

The Teacher of Biology is required to:

- Deliver engaging, challenging and effective lessons to their classes
- Teach Biology across Key Stages 3/4/5 and support the delivery of Chemistry and/or Physics where necessary
- Set and mark preparation/homework; set, mark and moderate internal examinations and controlled assessments, under the direction of the Head of Biology
- Set high standards and expectations to maintain a positive and purposeful atmosphere among the pupils and safeguard their health and safety when they are under the care of the department
- Undertake duties as a Form Tutor or Assistant Form Tutor, as outlined in the Staff Handbook
- Prepare reports for all pupils taught
- Oversee provision of resources and texts for the classes taught
- Contribute to the Subject Development Plan and the Subject Self-Evaluation, alongside other members of the department
- Assist with the planning, review and evaluation of Schemes of Work, as directed by the Head of Biology
- Promote the subject at Open Days and other such events
- Undertake some delegated responsibilities within the department, e.g. to update the noticeboard displays in the Biology Department Corridor
- Attend all full Staff Meetings, major School functions (such as Carol Service and Commemoration) and Parents' Consultations for the year groups they teach
- Contribute to organised activities to enrich the subject curriculum, contributing to the extra-curricular activities programme
- Undertake evening, weekend and other duties as required
- Perform duties specific to each department as agreed with the Head from time to time.
- Participating in arrangements made by the School for the review of their performance and that of other teachers.
- Participating in arrangements for her / his further training and professional development as a teacher
- Reviewing from time to time their methods of teaching and programmes of work.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.
- Preparing pupils effectively for public examinations including keeping abreast of all changes to specifications by examination boards to provide relevant and appropriately focused teaching to meet examination requirements.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

TEACHER OF BIOLOGY

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Good Degree / equivalent and relevant qualification in Biology	Essential	Application Form
Teaching qualification	Essential	Application Form
Use of IT in the classroom	Essential	Application Form/Interview/Observed Lesson
Experience of organising visits and extra-curricular activities	Essential	Application Form/Interview
Experience of teaching Biology at Secondary level, including GCSE and A-Level	Essential	Application Form/Interview
Experience of effective marking, recording and assessment	Essential	Application Form /Interview
Evidence of a range of teaching and learning strategies	Essential	Interview/Observed Lesson
Ability to inspire, empower and motivate	Essential	Interview/Observed Lesson
Experience in preparing pupils effectively for public examination in line with examination board specification and JCQ requirements	Essential	Application Form/Interview/Observed Lesson
Excellent communication skills	Essential	Interview/Observed Lesson
Good organisational and planning skills	Essential	Application Form/Interview
Ability to prioritise and to work flexibly to tight deadlines	Essential	Application Form/Interview
Pastoral skills	Essential	Application Form/Interview
Team player and adaptable	Essential	Application Form/Interview
A positive attitude to self-development and own learning	Essential	Application Form/Interview
Experience of teaching with our examination boards GCSE AQA and A Level OCR	Desirable	Application Form/Interview
An understanding of independent education and the boarding ethos	Desirable	Application Form/Interview
Ability to/experience of teaching across all 3 sciences at Key stage 3 and GCSE level	Desirable	Application Form/Interview

STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ staff benefits* can be seen below:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM & SWIM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: 19 August 2024, however we reserve the right to appoint as soon as we find the right candidate

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Online checks and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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