Assistant Head of Faculty (Science – Biology) in Senior School
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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

We require an outstanding Biologist to lead the Biology department within a large and successful Science faculty. Students study a general Science course based on the National Curriculum in years 7 and 8, before starting a pre-IGCSE Science course in year 9. In years 10 and 11 students can follow the Pearson Edexcel Double Award IGCSE Sciences or the separate IGCSE Sciences (‘Triple Award’). In the sixth form students can choose Biology as part of the IB Diploma (SL or HL), Environmental Systems & Societies (SL), or the Cambridge A-level in Biology. Results are outstanding at all key stages. The successful candidate will have A-level and/or IB Diploma experience, and will be a strong team-player with experience of collaborative planning and assessment at all levels. The ability to adopt new teaching technologies and lead their implementation within the Biology team will be an advantage.

Key Responsibilities

Leadership:

• Assist the Head of Science in assessing, teaching, organising and developing the Science curriculum in the school, with emphasis on, but not limited to, Biology and Environmental Sciences within the curriculum.

• Act as pedagogical leader for the subject of Biology within the senior school.

• Foster a lively and enthusiastic learning environment for teachers and staff within the Science department.

• Assist the Head of Science in identifying areas for professional development within the Biology team and the Science faculty.

• Assist the Head of Science in identifying areas for development in Science within the broader aims of the school development plan.

Management of teaching staff:

• Assist the Head of Science in training and developing colleagues in the Science department.

• Assist colleagues in the planning and delivery of their schemes of work, and to provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils.

• Guide and support colleagues in the management of pupils in the classroom in line with the school’s policy on behaviour.
• Recognise and utilise the strengths of each member of the Biology team by differentiating and delegating tasks appropriately.
• Hold Biology team meetings, and to keep records of matters discussed and decisions taken.
• Assist the Head of Science in ensuring that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school’s agreed procedures.
• Advise the Head of Science on present and future Biology team staffing matters including recruitment, current responsibilities, professional review and development.
• Assist the Head of Science in the professional review of colleagues in the department.

Management of pupils:
• Assist the Head of Science in organising pupils into teaching groups
• Co-ordinate the provision of Biology and Environmental Sciences schemes of work that ensure continuity and progression in the subject for all pupils, including those of high ability and those with learning support needs.
• Promote independent learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every pupil.
• Assist the Head of Science in the setting and marking of school examinations and to supervise entries for external examinations.
• Assist in providing careers advice relevant to the department.
• Assist the Head of Science in providing extra-curricular activities that widen pupils’ appreciation of the Sciences and contribute to the general life of the school.

Management of resources:
• Assist the Head of Science in assessing needs and priorities in departmental accommodation and resources.
• Assist the Head of Science in procuring appropriate resources within the limits of the departmental budget.
• Assist the Head of Science in monitoring health and safety within the Science department.
• Assist the Head of Science in ensuring that departmental rooms present stimulating environments which help to influence pupils’ attitudes positively towards the Sciences.
• Assist the Head of Science in recruiting support staff, where appropriate.

Planning and development:
• Plan and co-ordinate the work of the Biology team, within the Science department, and assist in co-ordinating the work of the Science department as a whole.
• Co-ordinate the implementation of subject specifications, teaching schemes, assessment policies and reporting procedures.
• Set expectations and targets for members of the Biology team in relation to standards of teaching and learning.
• Keep abreast of current developments in Biology and Environmental Sciences and to adapt curriculum content and methods of teaching and examining as appropriate.
• Support nurturing the attributes of the Tanglin Learner Profile with its emphasis on ‘balance’ ‘independence’ and ‘resilience’ as key features of student development.
• Ensure that the Biology curriculum provides opportunities for students to apply and develop the Core Skills of the senior school.

Monitoring and Evaluation:
• Work with the Head of Science and the Science data manager to analyse and interpret relevant school data to inform policies, practices and teaching methods.
• Monitor teaching standards amongst the Biology team and use this analysis to identify both effective practice and areas for improvement.
• Assist the Head of Science in ensuring pupils’ work is regularly assessed and that homework is in line with school policy.
• Carry out learning walks, work sampling and lesson observations to ensure that faculty policies are be followed, and to identify areas for improvement.
• Assist the Head of Science and the Science data manager in the use of information gained from assessment, recording and reporting procedures to generate further improvement in pupil achievement.

Communication and Liaison with other Colleagues:
• Represent the Biology team in appropriate meetings.
• Liaise with the Head of Science in all matters concerning health and safety.
• Liaise with the Head of Science in all matters concerning the Science curriculum.
• Liaise with the Head of Science in respect of pupil records, rewards and sanctions.
• Advise the School Librarian about publications relevant to Biology.
• Maintain appropriate links with teaching colleagues in all sections of Tanglin Trust School.
• Liaise with support staff in respect of administration, support and maintenance issues according to their respective roles.
• Liaise with pastoral staff, including form tutors, Heads of Year, the Director of Sixth Form and the Head of Careers on matters pertaining to the study of Biology.

Communication and Liaison with other Stakeholders:
• Provide information for parents about curriculum, attainment and progress.
• Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
• Develop effective links with the wider community, including business and industry, in order to extend the study of Biology and enhance teaching and learning.

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. The successful candidate will be required to provide an Enhanced DBS disclosure certificate.
Remuneration and Benefits package

Annual Salary (Academic Year 2018 – 2019)
Gross salary: S$120,000 - S$131,000 per annum (including TTS allowance, responsibility allowance (Band 4, S$1,600 per month), one month’s bonus and gratuity).
Maximum initial placement at Point 8.5, on a scale of up to Point 13.

Benefits
Housing allowance (for overseas recruited only).
Home leave passage (every 2 years) (for overseas recruited only).
Full School fees subsidy (for overseas recruited only).
School fees subsidy of up to 50% (for locally engaged).

Medical benefits
Inpatient and outpatient medical coverage for staff & eligible dependents (for overseas recruited).
Inpatient and outpatient medical coverage for staff (for locally engaged).
Dental allowance.

One-time benefits for Arrival and/or Departure (for overseas recruited)
Settling-in allowance.
Inbound flight for staff and eligible dependents.
Leaving flights for staff and eligible dependents.
Baggage allowance for leavers.