



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## JOB DESCRIPTION TUTOR OF BIOLOGY

Job Element	Detail
Job Title:	Tutor of Biology reporting to the Head of Science and Deputy Principal of Teaching and Learning
Reporting to:	Deputy Principal, Teaching and Learning and Head of Science, Mr Toby Blundell.
Supervising:	The students allocated to you to study Biology GCSE and A level
Start Date:	ASAP
Location:	Oxford International College, 1 London Place, Oxford OX4 1BD
Nature and Scope of the role:	<ul style="list-style-type: none"><li>• To develop and continuously improve the quality of Biology offered to the students through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in learning and teaching.</li><li>• To promote the guiding principles of the college - integrity, positivity, respect, compassion and service.</li></ul>
Main Purposes:	<ul style="list-style-type: none"><li>• To teach A-level and GCSE Biology to groups of students from all abilities.</li><li>• To ensure that all lessons are planned with clear aims and objectives.</li><li>• To ensure that all lessons are delivered in line with the agreed schemes of work and school policies.</li><li>• To take into account the differing abilities of students and to differentiate work accordingly.</li><li>• To be willing to teach university admission tests associated with your subjects.</li><li>• To assist students with preparation for their university interviews and to create and conduct mock interviews.</li><li>• To be willing to be involved in college competitions, in particular those related to</li></ul>

	<p>your subjects.</p> <ul style="list-style-type: none"> <li>• To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.</li> <li>• To create a positive classroom atmosphere.</li> <li>• To encourage and nurture intellectual curiosity.</li> <li>• To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.</li> <li>• To check that all subject matter is effectively communicated and understood by all groups of students.</li> <li>• To set appropriate tasks and challenges for homework and to ensure that it is regularly marked with constructive feedback.</li> <li>• To keep careful records of student progress in line with College policy.</li> <li>• To ensure that there is a high standard of display work in the classroom, which is changed frequently.</li> <li>• To keep work areas tidy and well organised.</li> <li>• To attend scheduled college meetings.</li> <li>• To work with College colleagues to formulate plans which have coherence and relevance to the needs of the individual students.</li> <li>• To help develop Biology resources for the College where appropriate.</li> <li>• To participate in Biology events such as trips.</li> <li>• To ensure that SCIT (Saturday) tests are recorded on the portal.</li> <li>• To meet parents and attend parents evening/skype sessions.</li> </ul>
<p><b>Duties &amp; Responsibilities</b></p>	<p>Your duties will include but will not be limited to:</p> <ul style="list-style-type: none"> <li>• To teach Biology for up to 28 contact hours per week.</li> <li>• To share expertise with other tutors of Biology and, where required by the Deputy Principal for Teaching and Learning or by the Director of Studies, to observe the lessons of these tutors for the purpose of offering support, constructive feedback and guidance.</li> <li>• To cultivate a commitment to progress in the standards of teaching and learning.</li> <li>• To meticulously plan lessons and give guidance to other teachers of Biology in relation to lesson plans.</li> <li>• To track student progress through regular testing and benchmarking and to include two mock examination periods in each year.</li> <li>• To write termly reports and if requested to assist in reviewing the termly reports of other tutors of Biology.</li> <li>• To circulate termly reports to parents, guardians and agents where appropriate.</li> <li>• To promote the general care of the college by demonstrating awareness of what is needed and making the necessary responses or recommendations.</li> <li>• To assist with UCAS applications.</li> <li>• To provide and mark admissions tests.</li> </ul>
<p><b>Child Protection, Discipline, Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.</li> <li>• To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises.</li> <li>• To understand and uphold the Government's statutory guidelines of 'Keeping</li> </ul>

	Children Safe in Education' in accordance with the college's policies and procedures.
<b>Critical Success Factors</b>	<p>In order to carry out this role, it is agreed that you will always endeavour to be:</p> <ul style="list-style-type: none"> <li>• Warm, friendly and welcoming.</li> <li>• Well presented.</li> <li>• Clear and precise in your communication with others.</li> <li>• Well organised.</li> <li>• Good at prioritising or aware of the need to alert others if you feel you need support.</li> <li>• Flexible within reason.</li> <li>• Adaptable within reason.</li> <li>• Positive and willing.</li> <li>• Part of an efficient and fun team.</li> <li>• Show empathy with young people.</li> <li>• Thorough and meticulous with a keen eye for detail.</li> <li>• Aware of matters of importance and mindful of the need to keep certain matters confidential.</li> <li>• Sensitive and respectful to personal matters relating to staff or students.</li> <li>• Responsible for prioritising and managing your workload and for maintaining a high standard of accuracy and meeting deadlines.</li> </ul>
<b>Scope or Scale</b>	<ul style="list-style-type: none"> <li>• Responsible for providing guidance and direction to all tutors.</li> </ul>
<b>Guiding Principles</b>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>• Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>• We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>• The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.</li> </ul>
<b>Holiday</b>	<ul style="list-style-type: none"> <li>• 10.5 weeks per annum.</li> </ul>
<b>Hours of work</b>	40 hours per week with 28 hours contact time.
<b>Salary &amp; Benefits</b>	<p>£TBC per annum depending on experience.  Pension scheme  10.5 weeks holiday</p>