



APPOINTMENT OF:
TEACHER OF BIOLOGY

Required for April 2024 or September 2024



ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 3 to 18, independent school. We are forward-thinking and dynamic in our approach. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

Together with our Prep School, we proudly serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class school experience. John Lyon is a happy, diverse and thriving community.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

ISI Inspection Report, January 2020



At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft.

We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools around the globe. Pupils benefit from these close links and regularly take part in pan-Family events, including an annual Fifth Form Conference, assemblies and lessons streamed with partner schools, creative-writing anthology and a STEAM magazine. In addition, staff often have the opportunity to collaborate with colleagues all over the world in order to develop best practice and exchange ideas and resources.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation. ”

ISI Inspection Report, January 2020



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.



OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



ENQUIRY

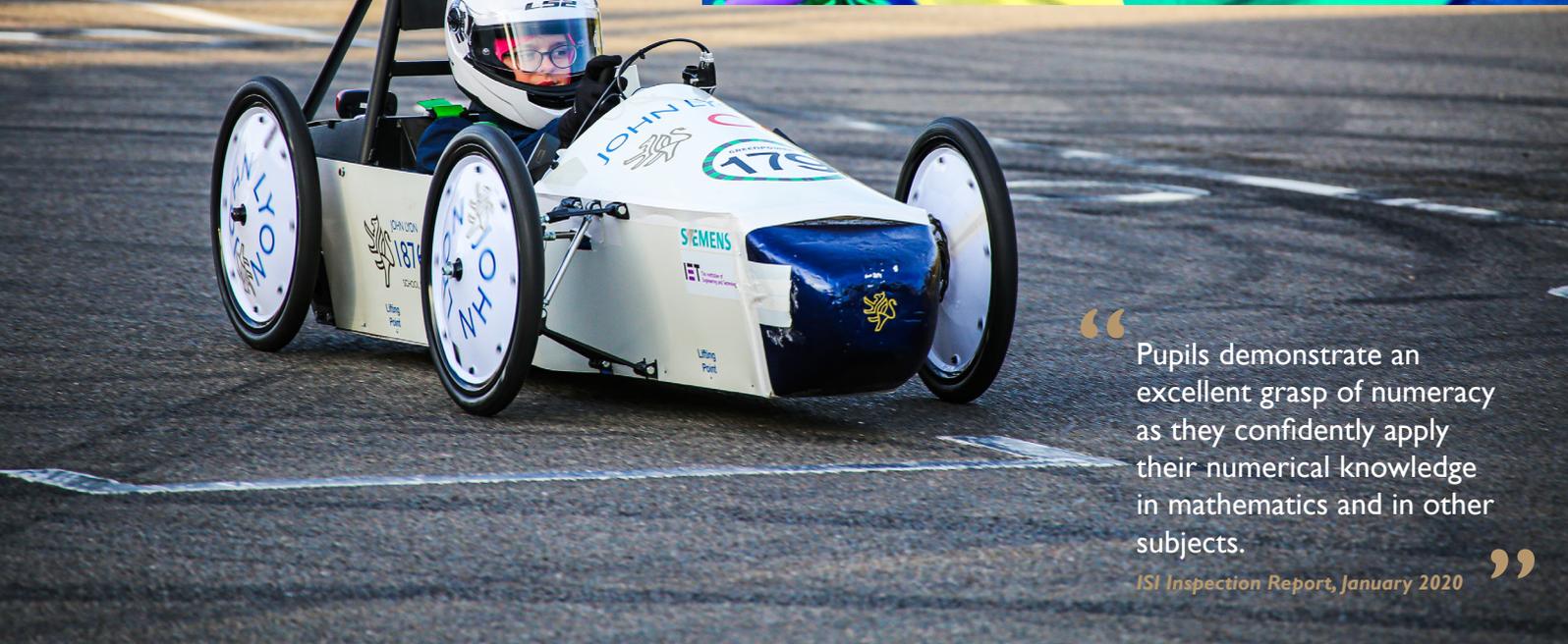


CREATIVITY



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects. ”

ISI Inspection Report, January 2020

THE DEPARTMENT

Biology at John Lyon is a popular subject with high uptake at both IGCSE and A-Level. The Department is well-resourced, with three dedicated laboratories. The Department comprises four teachers, including the Head of Department, who are supported by a full-time technician, based in a large preparation room, and an incubation room. Detailed schemes of work are provided for all year groups, with a large and varied collection of centralised resources, including model risk assessments for all core experimental work.

The Department is a friendly and efficient team who bring high standards to their teaching but regularly engage in discussion on the latest pedagogical thinking to adopt new approaches. The January 2020 ISI inspection report noted that pupils 'use their mathematical knowledge to an excellent effort, most notable in the sciences', evidence of our focus on skills-based understanding and practical work.

Biology is taught as a separate science in Years 7 & 8, with Years 9-11 following the Edexcel International GCSE, and the AQA A-Level specification in Sixth Form. Pupils undertake enrichment activities in each year group with bespoke additional supporting material. Clubs and societies, such as Experimental Biology Club, Biomedical Society and Biology clinics attract large audiences. The Department enters students into major competitions including the Biology Challenge, Biology Olympiad and Nancy Rothwell Award, alongside educational visits to enrich their learning. External speakers are frequently invited in collaboration with the School's Excellence Programme.

“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

ISI Inspection Report, January 2020 ”

The Department has an excellent track record of success with an expectation for all students to achieve high grades and, in August 2023, 58% of IGCSE candidates secured 9-7 grades. At A-Level, in August 2023, 44% of candidates secured A*- A grades. The subject has a strong tradition of enabling students to get into leading universities to study Medicine, Dentistry and other Biology-related degree courses.

All academic staff are issued with a high-specification hybrid device which can be used as a tablet or laptop and which connects wirelessly to classroom projectors. As a result of a recent, generous benefaction from an Old Lyonian, the Department has acquired new data-logging equipment that permits pupils to connect their devices to receive a live data stream from experiments facilitating instant analysis. The Department employs innovative digital learning methods and benefits from an excellent relationship with the Chemistry and Physics Departments to promote collaboration.

“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.

ISI Inspection Report, January 2020 ”

RESPONSIBILITIES

The Teacher of Biology currently reports to the Head of Biology and is specifically responsible for the learning and teaching of Biology, ensuring that each pupil is positively encouraged to develop their potential to the full.

SPECIFIC RESPONSIBILITIES

- Planning and teaching lessons to the curriculum;
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Undertaking development and training in the department and the school;
- Attending regular departmental meetings, and other meetings as appropriate with the Head of Department and Senior Teacher (Staff);
- Attending NQT meetings if appropriate;
- Cooperating with other Departments in the School;
- Cooperating with Department members;
- Liaising with Heads of Year and the Head of Department in matters concerned with pupil discipline and behaviour;
- Ensuring Health and Safety and Child Protection guidelines are followed;
- Creating and maintaining a stimulating environment in departmental rooms;
- Implementing all School policies, and all Departmental policies;
- Contributing to the spiritual, moral, social and cultural development of pupils;
- Completing any other duties that may be reasonably asked by the Head of Department.

ADDITIONAL SPECIFIC RESPONSIBILITIES

Participating in and assisting with the organisation of trips and activities to enhance the teaching and learning of Biology within the School including the annual sixth form Ecology field trip;

To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor;

To stimulate and sustain extra-curricular interest in Biology through clubs and competitions.

GENERAL DUTIES

To embrace the School's Values and encourage pupils to develop them;

To carry out a share of supervisory duties and detentions in accordance with published schedules;

To participate in appropriate meetings with colleagues and parents relative to the above duties;

To contribute to the PSCHE programme when required;

To attend whole School events e.g. Open Days, Speech Day etc;

To provide cover and examination assistance as required;

All staff are required to contribute to the School's Extra-Curricular and Co-Curricular programmes.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.



PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that they:

- are suitably qualified for the responsibilities of the post,
- has good interpersonal and communication skills with pupils and colleagues,
- has good listening skills and respect for all pupils,
- has the ability to form relationships and to motivate pupils,
- has the ability to generate enthusiasm for the work of the department,
- can demonstrate high standards in the
- necessary professional competencies required of teachers:
 - subject knowledge and application,
 - classroom management,
 - assessment, recording and reporting students' progress,
 - teaching effectively throughout age and ability range.
- has confidence to contribute their own ideas and initiatives to the philosophy of the School,
- is willing to be involved in the wider activities of the School,
- has a practical understanding of administrative demands,
- has a commitment to personal and professional development.



It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

Staff Benefits



Salary Sacrifice

All non-TPS staff (teaching and non-teaching) are now able to make their monthly pension contributions from their 'before tax' income. This means they will pay less income tax and less National Insurance and with a flexible approach to contribution levels means they can:

- See increased take-home pay for the same level of pension contribution
- See increased pension contributions for the same level of take-home pay

Furthermore, where staff make use of the Salary Sacrifice scheme, the School will also contribute an additional amount to the pension, further enhancing the benefits of this scheme

A calculator for Salary Sacrifice contributions is available to staff and an online application form will be distributed.

For more information, please speak to the HR team or the COO.



Medical Cash Plan

All members of staff are now eligible to join the Medical Cash Plan provided by SimplyHealth.

This scheme allows members to claim back some of the costs of routine health expenses for a modest, and scalable monthly premium – for themselves and, if they choose, their families too.

For more information, please speak to the HR team or to the COO.

Blackhawk Network A broadening of the existing Cycle-to-Work scheme that allows you to:

CycleScheme

Subject to salary level, staff can purchase a bike (and ancillaries) and spread payments over **12 months** from their gross pay, saving up to 30% on the cost through **Income Tax** and **National Insurance** savings.



TechScheme

Staff can 'buy' a **Currys voucher (up to £1,500)** and spread the cost over 12 months via their pay, saving the National Insurance and not having to pay for an item up front. Staff can also receive up to **12% off at IKEA**.



ExtrasDiscount

Staff can buy (via the Blackhawk website) **gift cards** for a number of shops and services (eg Sainsburys, Costa etc) where the purchase price is lower than the value, eg a **£20 Costa voucher costs £17**.



For more information on all of these, please speak to the HR team.

Staff Health and Medical Information Service



We have a 24/7 Staff Health and Medical Information Service – this is entirely confidential and provided by our insurers; it is designed for employees (and their families) to help with finding the right health services in the local area, and direct access to qualified GPs.

Staff Counselling Helpline Service



The School provides a 24/7 Staff Counselling Helpline Service – this is entirely confidential and is delivered by our insurers for all staff and their immediate families (living with you and over 18).



Personal Accident Insurance

All permanent staff (including Governors and Volunteers) are covered by the School's Personal Accident

Insurance. Teaching/Support staff are covered **24 hours a day, 7 days a week, 365 days a year – worldwide**. Governors and Volunteers are covered when undertaking work for the School or travelling to/from the location that work is being undertaken, and with some caveats on supplemental benefits.

It is fundamentally accident insurance, ie it needs to be as a result of an accident, not a longstanding healthcare issue or 'routine' medical (or dental) care. For more information, or to begin a claim, please contact the Director of Operations.

Long Service Leave

For support staff who have served at the School for longer than 2 years, there will be an additional **2 days annual leave** added to the core annual entitlement of 20 days. For those who have served at the School for longer than 5 years, there will be a further **3 days** added for a total of 25 days. These additional days cannot be rolled over beyond the end of the leave year (31 August). **For more information, please speak to HR.**



Staff Benefits continued

B&Q Discounts

All staff can sign up for a free **5% discount card** for all purchases from B&Q

– time to redo that kitchen or bathroom!



Vodafone Discounts

As part of the School's package, all staff are entitled to discounted phone, SIM and broadband packages.



Sporting Facilities

There are a wide range of opportunities for staff to use the sport and fitness facilities at the School. This includes:

- **Swimming Pool** – available for staff from 0715 to 0815, Friday mornings during term-time
- **Fitness Suites** – once staff have completed an induction, both Fitness Suites are available for staff from 0715 to 0815, daily (excluding Thursdays) during term-time; and after school from 1615 to 1730 Monday to Thursday.
- **Sports Hall** - one evening a week for staff use and includes table tennis and badminton activities from 1630 to 17.30. Note this is dependent on other sporting activities.

There are lots of other options to get involved and take advantage of the facilities, so please contact the PE Office for more details.

- **Harrow School Golf Club** - Staff can apply for membership at a reduced rate.



Flu Voucher

Each year the School will make available vouchers for staff to use at a local pharmacy to receive the annual flu jab.

Please contact the School Nurse or Welfare Officer for more information.



Eye Care

Staff are entitled to a free eye test every two years and can contact get vouchers from HR for this, as well as being able to claim **£50** to put towards lenses if they regularly use display screen equipment (DSE).



Free Remission for John Lyon School fees

Children of staff can get a significant reduction in School fees at both the Prep and Senior School. The level of fee remission depends on working patterns, hours worked and date of starting employment at the School. For more information, please speak to the HR team.



Depending on role and availability, a **Surface Book** will be provided for staff.



Complimentary lunch during term-time



Continuous Professional Development – the School is committed to supporting CPD for staff

The Governors may review these benefits at appropriate intervals and in accordance with established employment practice. An offer of employment does not bind the School to the provision of specific benefits.

For more information on any of these benefits please speak to the HR team.

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual



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