



# WOODBIDGE SCHOOL

## Work With Us

# Teacher of Biology

## Application Pack



# Teacher of Biology

**Full or Part Time Applications will be considered**

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**Salary: £31,343 to £46,114 FTE per annum**

**(Pro-rata for Part Time)**

We are seeking a Teacher of Biology to join our excellent, highly successful department. This is an exciting opportunity for an enthusiastic candidate who can provide excellent teaching for our students.

This role would also suit an Early Career Teacher seeking their QTS, and we offer a supportive programme for such a teacher.

Woodbridge School is one of the top academic schools in Suffolk, located in a beautiful part of the county, yet only one hour 20 minutes from London.

You will be expected to:

- Prepare and deliver challenging and stimulating lessons, with due regard to pupils' individual needs across the Senior School, age range 11 to 18
- Set high standards and encourage all pupils to achieve their full potential
- Show a genuine interest in the Biology curriculum and demonstrate excellent communication skills, and assist with enrichment activities.

This is an outstanding opportunity to contribute to a school with a strong sense of community and a rich extra-curricular programme.

For more information about the school and this opportunity, and to download an application pack, please visit: [Staff Vacancies | Woodbridge School](#).

**Closing Date:** Monday 26 January 2026

**Interviews:** Thursday 29 January 2026

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*



## Job Description

<b>Job Title:</b> Teacher of Biology	
<b>Department:</b> Biology	
<b>Hours:</b> 0.6 to 1.00 FTE	
<b>Job Purpose</b> <p>Teachers are expected to provide excellent standards of teaching, learning and pastoral support, whilst also contributing to the extra-curricular life of the school.</p> <b>Key Responsibilities (Academic):</b> <p>Encourage pupils to appreciate the value of their subject and provide them with appropriate knowledge, understanding and skills. This will encompass:</p> <ul style="list-style-type: none"><li>• Preparing and teaching challenging and stimulating lessons, with due regard to Pupils' individual needs across the ability range;</li><li>• Maximising pupils' learning and teaching experiences in your classes, setting high expectations</li><li>• Regularly setting and marking homework, with clear feedback for pupils as to how to improve</li><li>• Engaging in informal lesson observation and participating in the exchange of good practice</li><li>• Engaging in other out-of-class activities to consolidate and extend the knowledge of pupils</li><li>• Preparing pupils for examinations</li><li>• Researching new topic areas, maintaining up to date subject knowledge and devising/writing new curriculum materials as required</li><li>• Working within the departmental framework as a member of the team, contributing to meetings and departmental activities</li><li>• Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy and,</li><li>• Selecting and using a range of different learning resources, including IT to provide variety in teaching methods and to stimulate learning.</li><li>• Monitor and assess student progress regularly, using data and observations to inform teaching strategies and implement targeted interventions where necessary.</li></ul> <b>Key Responsibilities (Pastoral):</b> <ul style="list-style-type: none"><li>• Carrying out tutoring duties as assigned by the School</li><li>• Creating and maintaining strong, supportive relationships with staff, parents/carers, pupils and the community</li><li>• Contributing to the formal and informal pastoral, spiritual, moral, social and health-related education of pupils through the pastoral system and beyond</li></ul>	

- Keeping up to date with safeguarding knowledge and legislation in relation to working with and protecting pupils and,
- Contributing to the wider, extra-curricular life of pupils and of the School

#### **Wider Responsibilities:**

- Being responsible for personal professional development through the appraisal system and CPD;
- Being cognisant of, and having empathy with, the aims and objectives of the School
- Participating in official school occasions, e.g. Speech Day, Open Day and parents' evenings, meetings, INSET, etc. and,
- Undertaking any other reasonable and relevant duties in accordance with the changing needs of the School.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

#### **General Responsibilities:**

##### **Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

##### **Child Protection/Vulnerable Adult's Statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

##### **Brand Values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

## Person Specification

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Educated to Degree level with PGCE.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Evidence recent training or CPD.</li> </ul>	✓	
Knowledge and Experience		
<ul style="list-style-type: none"> <li>The ability to teach A level and GCSE Biology.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>The ability to teach Science at KS3.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>A good awareness of the latest research on teaching and learning and how it can be successfully implemented.</li> </ul>	✓	
Skills and Attributes		
<ul style="list-style-type: none"> <li>The ability to work co-operatively with others to inspire and motivate.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Clarity of thought and excellent organisational skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Energetic and enthusiastic with the ability to maintain and create strong, supportive relationships with staff, parents, carers and pupils.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Aspirational and empathetic, holding a genuine belief in the potential of every pupil.</li> </ul>	✓	
Safeguarding		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
Personal Qualities		
<ul style="list-style-type: none"> <li>Willingness and ability to be flexible and open to change.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to relate to staff, students, parents/carers and governors.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Work well with the team but also able to work effectively alone.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to remain calm and function well under pressure.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Committed and willing to be fully engaged in the whole life of the school, including extra-curricular activities</li> </ul>	✓	

## Benefits

<b>Pension</b>	Teachers' Pension Scheme, subject to a Total Pay and Benefits approach – further details can be provided on request.
<b>Sick Pay</b>	Occupational Sick Pay, subject to eligibility criteria.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
<b>Training</b>	Relevant training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>



## Information for Applicants

In order to apply please complete the application form. Application forms can be downloaded from the School's website: [Staff Vacancies | Woodbridge School](#)

Please apply preferably by email, stating "Teacher if Biology" in the title line to: [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School

Marryott House

Burkitt Road

Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

