

Job Description



Post Title:	KS3 Coordinator for Science
Reporting to:	Head of Curriculum Area for Science
Liaising with:	SLT, teaching/associate staff, LEA representatives, external agencies and parents.
Working Time:	Full-time
Salary/Grade:	MPS/UPS + TLR2 (£3,214)
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
<p>Job Purpose – Key Stage 3 Coordinator</p> <ul style="list-style-type: none"> • To co-ordinate all aspects of the Science curriculum at KS3, working with the Science Faculty to ensure the provision of high quality schemes of learning. • To monitor all aspects of on-going assessment in KS3 and oversee the academic progress of students in KS3 in line with whole school assessment and reporting policy. • Analyse exam and teacher assessment data at KS3, producing reports and creating intervention plans that are shared and monitored. • Attend meetings as required focusing on KS3 progress, curriculum and assessment. • To support staff with subject specific pedagogy to develop their practice. • To organise Primary School visits and events throughout the year as per calendar (i.e Zoolab and Primary Workshops). 	
Teaching and Learning	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, curriculum and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required. • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject • To contribute to the Curriculum Area and subject's development plan and its implementation.

	<ul style="list-style-type: none"> • To plan and prepare courses and lessons. • To contribute to the whole school's planning activities. • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning. • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school. • To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above.
<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
<p>Pastoral System:</p>	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports.
<p>Other Specific Duties:</p>	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>	

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Date March 2024

PERSON SPECIFICATION

Job Title: KS3 Science Coordinator	Department/Division:
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QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree or equivalent in the relevant subject(s)	✓	
Qualified teacher status.	✓	
Recent and relevant professional development.	✓	
Higher degree or other professional qualification in a relevant area.		✓
EXPERIENCE		
Teaching that is good or better which impacts positively on student progress.	✓	
Experience of the use of data tracking and target setting to support improvements in behaviour and attendance.	✓	
Experience as a teacher in an 11- 19 school/ academy.	✓	
KNOWLEDGE AND SKILLS		
Ability to select and devise appropriate teaching methods and resources.	✓	
Demonstrates an understanding of the Key Stage 3 Science national curriculum	✓	
Demonstrates an understanding of the effective planning and delivery of a knowledge-rich KS3 curriculum	✓	
Demonstrates a working knowledge of departmental development planning, including the development of effective monitoring and evaluation strategies	✓	
Ability to reflect on own and student performance in lessons and adapt practice	✓	
Effective planning, assessment and record keeping.	✓	
Ability to develop and maintain positive relationships with all stakeholders.	✓	
Effective classroom management and efficient organisation of resources.	✓	
Effective use of IT.	✓	
Understanding of the importance of professionalism and confidentiality.	✓	
Knowledgeable of current national initiatives relating to behaviour and safeguarding.	✓	
PERSONAL QUALITIES AND ATTRIBUTES		
A commitment to the academy's vision and ethos, safeguarding, equal opportunities policy and practice.	✓	
A commitment to, and understanding of the wider aspects of student development including tutoring and PSHE and character Education	✓	
A willingness to initiate and participate in both cross curricular and extra-curricular activities.	✓	
Flexible, able to work under pressure and meet deadlines.	✓	
A reflective practitioner who responds to change positively.	✓	
A commitment to being a role model for staff and students.	✓	
Has the potential for further promotion and a commitment to career development.		✓
OTHER WORK RELATED REQUIREMENTS		
Suitability to work with Children	✓	
Fluent in spoken and written English	✓	