

## KS3 SCIENCE COORDINATOR

Job Title:	KS3 Science Coordinator
Allowance:	TLR - dependent on experience
Line Managed By:	Curriculum Leader
Date:	September 2018
Contract Type:	Permanent

### Main Purpose of the Job

To provide a high level of support to the Curriculum Leader (and if appropriate the Deputy Curriculum Leader) of the subject team in order to secure high-quality teaching, the effective use of resources, and improved standards of learning and achievement for all students.

### Principle Accountabilities - General

- 1 To assist the Curriculum Leader in establishing and safeguarding a focus and commitment to high-quality teaching and learning in the formal curriculum and through additional opportunities, and to ensure that through curriculum provision, students gain successes in formal accreditations and personal development.
- 2 To assist the Curriculum Leader in all aspects of the day-to-day leadership and management of the subject area.

### Principle Accountabilities - Specific

- 1 To oversee, coordinate and develop the science curriculum across Key Stage 3.
- 2 To plan scientific principles, schemes of work and lesson plans including methods and resources that all staff can utilise in the teaching of their subject ensuring that science is consistently delivered across the school.
- 3 To train staff, as appropriate, to ensure consistency of practice in the use of scientific methods across the key stage.
- 4 To monitor and evaluate throughout the year, to ensure that students are benefitting from a coordinated approach to science.
- 5 To provide regular feedback for staff colleagues in a way that recognises good practice and supports their progress in achieving the aims of the Key Stage 3 curriculum.
- 6 To regularly review and report, to the Curriculum Leader and where appropriate to the Senior Leadership Team (SLT), on progress in the strategy for improvement, consistent with the school's self-evaluation procedures, thereby leading to a continual focus on school improvement.
- 7 To support the Curriculum Leader in the leadership and management of the science department.
- 8 In collaboration with colleagues from other departments, ensure that resources and methods of delivery are refined and improved.

### Core Competencies

The following core competencies are expected of the post holder.

TITLE	DEFINITION	LEVEL
<b>Confidence</b>	The belief in one's ability to be effective and to take on challenges.	2/3 - actively contributes / expresses a professional view
<b>Drive for Improvement</b>	Relentless energy for setting and meeting challenging targets, for students and the school	2/3 - sets own standards / creates improvements
<b>Enduring Resilience</b>	Able to sustain energy, optimism and motivation in the face of pressure and setbacks	2 - confident in own agency and ability
<b>Flexibility</b>	The ability and willingness to adapt to the needs of a situation and change tactics	2/3 - adapts procedures / changes tack
<b>Information Seeking</b>	A drive to find out more and get to the heart of things; intellectual curiosity	3 - gathers information
<b>Managing Students</b>	The drive and ability to support students in their learning, and to help them become confident and independent learners	4 - takes actions on behalf of the class
<b>Passion for Learning</b>	The drive and ability to support students in their learning, and to help them become confident and independent learners	3 - supports practice
<b>Team Working</b>	The ability to work with others to achieve shared goals	3 - gets input from others

## Knowledge and Experience

The post holder will have experience of working within the secondary sector and have a proven track record of high-quality teaching in their subject area. Appropriate further professional development will be evident and will have provided the preparation necessary for the designated responsibility.

The post holder will have a thorough understanding of the relevant Programme(s) of Study and the National Curriculum. They will also have a thorough understanding of the principles of good classroom management and a sound understanding of assessment, monitoring, recording and reporting procedures.

## Performance Standards

Performance will be measured against student progress and outcomes in relation to set targets and progress as measured against team development plans.

## Additional Information

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare.

You will work under the direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained. You will be required to undertake other duties as may reasonably be expected.

## Signed

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_