

Capital City Academy - Job Description

Title of Post

Key Stage 4 Coordinator – Science

Salary

MPS/UPS + 2 CMA

Reporting to

AP STEM

Job Purpose

- To be in charge of Key Stage 4 Science.
- To devise, implement and monitor the teaching and delivery of Science
- To support the CAL in the drive to further raise standards at all levels in relation to Key Stage 4 Science.

Duties

General

- To work as part of a mutually supportive team which develops high quality schemes of work and learning resources and embeds a strong Culture for Learning in the Academy.
- To plan and deliver high quality lessons which meet the needs of individual students through appropriate differentiation liaising as appropriate with Teaching and/or Learning Support Assistant(s).
- To set and mark homework in line with Academy and Area policies.
- To ensure that target setting, assessment, marking, reporting and record keeping are consistent with Academy and Area Policy.
- To maintain high expectations and standards in classroom practice, promoting good behaviour, not only by the use of rewards and sanctions, but principally through pacey, challenging lessons.
- To establish and maintain a positive and stimulating learning environment and to provide cover work for classes for up to 5 days in any one period of absence.
- As a Learning Adviser to monitor and support students and to implement all aspects of Academy, Key Stage and Year Group Pastoral Policy.
- To undertake supervision duties and take cover lessons as required by the agreed rotas and policies.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to produce an annual plan for improved professional practice.
- To support the AP STEM by providing leadership, management and co-ordination of the work of Science Teachers in the following specific areas of responsibility with the Science area:

Science

- To ensure a coordinated approach to teaching and learning, assessment, recording and reporting for a Key Stage 4, in line with the Academy's policies.
- To agree, monitor and evaluate the progress across Key Stage 4, making a measurable contribution to the Academy's targets.
- To provide regular feedback for the team in a way that recognises good practice and supports their progress against performance management objectives through SPM and PDP monitoring.
- To assist the AP STEM in the leadership of the subject area, with a specific focus on progress and intervention.
- To assist the AP STEM in the leadership of the subject area, with a specific focus on monitoring and the curriculum.
- To lead and engage team members in the creation, implementation and improvement of schemes of work that encapsulate the key Academy teaching and learning strategies, provide for differentiation, develop pupils' literacy skills and build towards Year and Key Stage end games, taking National Strategies into account.
- Ensure that the team has a consistent approach to work with pupils including those on the SEND, EAL and More Able registers and that this is followed up in Curriculum Area practices and documentation.

Teaching, Learning and Assessment

- To keep staff informed of curriculum developments relevant to the subject.
- To ensure that pupils' work is regularly assessed in accordance with the Curriculum Area and Academy's policies ensuring that progress is monitored, and that accurate records of progress are kept.
- To develop the learning environment of all department classrooms.
- To ensure that the tracking of all pupils' progress is completed by published deadlines, and that these conform to Academy policy.
- To analyse assessment data at each assessment point and report to the CAL.
- To give advice and support to other teachers involved in the delivery of Key Stage 4 Science in order to facilitate the effective development of the subject throughout the Academy.
- To liaise with Heads of Year over pupils causing concern and to organise appropriate interventions.
- To offer all team members' opportunities to aid their professional development. Such opportunities should reflect the Academy's approach to appraisal and include strategies for extending professional experiences, in consultation with the CAL.

Communication

- To meet weekly with the AP STEM to monitor Curriculum Area progress and agree strategy.
- To liaise regularly with parents and establish an effective partnership.

Resources

- To ensure that the general environment within the Science area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to the person in charge of premises and facilities.
- To ensure resources are provided for teachers (including ICT).
- Offer opportunities for wider curriculum study through theatre visits, focus group, etc.

Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.