



## The Leigh Academy

### Job Description

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**Position: Co-ordinator of Science**

**Learning Area: Science**

**Responsible to: Director of Learning for Science**

These responsibilities will be in addition to the General Teacher Pre or Post Threshold Job Description as appropriate to the post holder.

#### **MAIN DUTIES**

1. To advise and support the DoL on the development and implementation across all key stages:
  - \* appropriate courses
  - \* schemes of work
  - \* assessments
  - \* data analysis of student progress
  - \* teaching and learning strategies
  - \* staff development needs
2. To help raise the quality of teaching and learning in the Learning Area lessons across all Key Stages.
3. Day-to-day management, control and operation of course provision and pedagogy within the Learning Area, including effective deployment of staff (including support staff) and other resources across the Colleges.
4. To be responsible for examination entries within the Learning Area
5. Assist in the raising of student attainment and achievement within the Learning Area
6. To support the DoL/DDoL in Learning Area discipline issues
7. To support DoL in lesson observations, work scrutiny and moderation exercises
8. To keep up-to-date with curriculum and pedagogical development within the Learning Area and, in discussion with the DoL, support staff as appropriate to raise awareness and expertise
9. To participate within the selection process for teaching / support staff posts when required and to ensure effective induction of staff in line with Academy procedures
10. To promote the Academy Specialisms through the Learning Area
11. To be accountable for the results within the Learning Area

#### **Specific Duties**

Duties to be negotiated with DoL and Quality Manager for the Faculty Area prior to commencement of role.