



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

JOB TITLE:	Science Key Stage Coordinator
FACULTY:	Science
GRADE:	Band A - Band C plus Management Allowance 2
RESPONSIBLE TO:	Head of Faculty
JOB PURPOSE:	To be responsible for the quality of the curriculum at the Key Stage by aiming for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential. Key Stage responsibilities will be rotated periodically in consultation with staff.

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

### KEY TASKS:

- To plan, co-ordinate and monitor the presentation of the curriculum and to ensure that there is appropriate and updated documentation
- To co-ordinate the development of a dynamic, quality, Scheme of Work for the Key Stage which underpins the needs of both students and teachers by addressing issues of differentiation and teaching/ learning styles
- To plan, co-ordinate and implement procedures for assessment, recording, reporting, including grouping criteria and external tests
- To work with Heads of Faculty and subject areas to manage and monitor the application of the school behaviour policy in the Faculty at the Key Stage
- To be responsible, in liaison with the Heads of Faculty/ Department for the management and monitoring of the key stage resources and of the key stage budget
- To promote a purposeful, disciplined and thriving learning environment within the key stage which aims to raise student expectations and self-esteem

- To initiate and lead discussions in Faculty meetings on major Key Stage issues
- To identify Key Stage training needs and help to facilitate the delivery of the necessary training
- To support beginner teachers and NQTs in their teaching
- To contribute to the overall leadership of the Faculty