



Job Description

KS3 Coordinator - Science

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Job Role: KS3 Coordinator - Science

Reporting To: Head of Science

Hours of work: Full time

Job Purpose

- Coordinating and developing all aspects of KS3 Science courses including progression to GCSE; ensuring high achievement and engagement of all students
- To be an effective professional who demonstrates excellent curriculum knowledge, can teach and assess effectively and to a very high standard, take responsibility for professional development and ensure students achieve well
- To be a key member of the KS3 and Science Curriculum Teams and under the direction of the Head of Science, contribute to the high standards of teaching and learning and the raising of standards of achievement at KS3
- To make a significant contribution to the vision and direction of Northampton Academy, where innovative and inspirational learning for all is the core value

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Line Management

- Assist with the Line management and review of Science staff in consultation with the Head of Science

Responsibilities and Tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- To be accountable to the Head of Science
- To be familiar with the KS3 national curriculum for Science and to ensure that Science at the Academy fulfils these requirements
- The role of the Coordinator will be specifically responsible for the development and coordination of resources, schemes of work and lesson plans for the effective delivery of KS3 Science
- To be a reflective practitioner and to continually reassess, alongside Head of Science, the success of the department and to adapt and develop as necessary



- To work alongside the Head of Science to assist with leading the team
- To lead on the quality of teaching in KS3 classes, ensuring pedagogical practice leads to good and outstanding teaching and learning
- To ensure all schemes of work for KS3 Science are in place, detailed, resourced and of high quality
- To monitor and evaluate progress of students in KS3 Science
- To ensure moderation of classwork and homework takes place at regular intervals
- To intervene alongside the class teachers if any students are under achieving
- To promote Science appropriately to students and parents
- To ensure provision of all assessments for KS3, and that these assessments are regular, rigorous and recorded
- To analyse progress of students in Science at KS3 and disseminate and use
- Work together as a team, to share responsibility for the preparation of materials, and in the development of learning materials and strategies for students in need of learning support or learning extension
- Promote a positive ethos within the classroom and department to ensure a stimulating learning environment
- Ensure appropriate planning and delivery of assessments, examinations, homework and marking in accordance with departmental policies
- Undertake regular monitoring of student work, and maintain accurate records
- Implement school policies and practices with due regard to equal opportunities, health and safety and the welfare and learning of students
- Report to parents, and contribute to subject evenings to discuss progress and attainment of students

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal responsibilities
- Operate at all times within the stated policies and practices of the Academy
- Ensuring that all health and safety procedures are understood and followed correctly (COSHH & CLEAPSS)
- Coordinating with the laboratory to ensure efficient use is made of pieces of equipment
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider curriculum developments
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and students
- Contribute to the corporate life of the Academy through effective participation in meetings and management systems necessary to coordinate the management of the Academy

- Take part in marketing and liaison activities such as Open Evenings and Parents Evenings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with parents
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

General

All Academy staff are expected to:

- To fully subscribe to the Academy Values of Respect, Determination and Ambition in regard to themselves, the Academy and our young people
- Work towards and support the Academy's vision and the objectives.
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed: _____

Job Holder

Date