###### THE BRITISH SCHOOL OF KUWAIT

###### JOB DESCRIPTION

**TITLE** **SECONDARY SUBJECT COORDINATOR**

**TEAM**  SUBJECT

**RESPONSIBLE TO** SECONDARY HEAD TEACHER

**JOB FUNCTION** To ensure quality teaching and learning of the subject throughout the Secondary phase

**DUTIES**

1. **Development Plans.** To coordinate the annual preparation, implementation and review of well prioritised, ambitious but achievable subject team development plans.
2. **Documentation.** To maintain a complete, correct and up-to-date subject handbook and subject webpage, in line with all relevant BSK and Secondary policies, procedures and standards.
3. **Schemes of Work.** To ensure that the subject team creates, reviews and refines schemes of work which include the appropriate National Curriculum, Ministry of Education and/or Examination Board content, provide clear progression for students and adhere fully to the Teaching and Learning Policy.
4. **Resource Management.** To coordinate the careful selection, budgeting, requisitioning, storage, maintenance and use of appropriate resources to support the curricular and extracurricular work of the subject team.
5. **Resource Development.** To coordinate the creation and ongoing development by subject team members of high quality learning resources in the accepted BSK style and format.
6. **Compliance.** To ensure full implementation, within the subject team, of the Assessment, Reporting and Recording Policy; Secondary Marking Policy; Homework Policy; Secondary Homework Procedure; Rewards and Sanctions Policy; Gifted and Talented Policy; Display Policy; Standards of Written Work; and all other applicable policies, procedures and standards.
7. **Lesson Quality.** To observe subject team members’ lessons, appraise their performance and provide or facilitate such training or support as may be necessary to ensure that lesson planning and delivery meets or exceeds the minimum BSK standard defined within the Teaching and Learning Policy.
8. **Subject Meetings.** To chair effective subject team meetings and ensure the timely distribution of suitable meeting reports to subject team members and the Secondary Leadership Team.
9. **Articulation.** To liaise effectively with the Head of Year 5 and/or Primary Subject Coordinator to ensure seamless cross-phase curricular articulation.
10. **Liaison.** To liaise effectively on behalf of the subject team with the Examinations Officer, Senior Teachers, Department Coordinators, Assistant Head Teacher (Timetable/SIMS), Head Teacher or Principal.
11. **Mentoring.** To undergo mentor training, if necessary, to enable the mentoring of newly qualified teachers in their induction year who join the Subject team.
12. **Other Duties.** To carry out other related duties as required by the Head Teacher or Principal.