**Parrs Wood High School**

**Key Stage 3 Coordinator ICT / Computing**

**TLR 2b £4,530**

The post holder will be responsible to the Faculty Director for the teaching of all subjects within the faculty across the full age range and ability range and will develop the subject specifically at Key Stage 3.

###### Principle Responsibilities

* to develop and monitor Schemes of Work and curriculum maps for students at Key Stage 3
* to assist the Faculty Director in the selection of resources for use at Key Stage 3
* to take responsibility for assessment at Key Stage 3 including administering the end of year tests and organise moderation of students’ work
* to assist the Director of Faculty in monitoring the quality of marking and homework within the department through work scrutiny
* to performance manage relevant staff and support their professional development
* to use school data to monitor and evaluate students’ progress throughout the Key Stage in relation to targets set and oversee catch-up/intervention programmes for students who are under performing
* to liaise with the Heads of Learning in monitoring students’ progress
* to ensure the needs of all learners are met within the Key Stage, liaising with the Gifted and Talented Coordinator and Inclusion department as necessary
* to share good practice in the teaching of the most able students and to close the gap between particular cohorts of students
* to take responsibility for both internal and external examination administration and liaise with the Examinations Officer as necessary
* to take responsibility for the administration, standardisation, moderation, internal verification and preparation of sample materials for course such as BTECs and liaise with the Examinations Officer as necessary
* to develop bridging projects between Key Stage 2/3 and Key Stage 3/4
* to organise, and produce resources for open evening and primary school taster days

* to encourage extra-curricular activities and contribute to the ethos of the school
* to attend meetings when required and lead agenda items specific to Key Stage 3
* to keep up to date in terms of the developments relevant to Key Stage 3
* to assist the Director of Facility in the management of department rewards and sanctions
* to undertake any reasonable duty at the request and discretion of the Headteacher

**Person Specification Key Stage 3 Coordinator ICT/Computing**

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| **Attribute** | **Essential** | **How Measured** |
| Qualifications | * Degree or equivalent * Qualified Teacher Status | Application form  Certificates |
| Knowledge | * Excellent subject knowledge * Knowledge and understanding of the learning process and the needs of children * Knowledge of the National Curriculum and of public examination requirements * Knowledge of how their specialism relates to other areas of the curriculum and how it delivers cross-curricular skills * Knowledge of what constitutes good teaching * To know how pastoral structures support the learning process | Application form  Interview |
| Skills | * The ability to work effectively as part of a team * The ability to lead a team * The ability to take the initiative when needed * Excellent communication skills * Excellent Computing skills * Excellent ICT skills * The ability to plan, organise and deliver lessons which cater for all abilities * Good organisational skills * The ability to manipulate and analyse data effectively and suggest strategies that will help to address areas that are in need of improvement * The ability to employ a range of strategies to promote good behaviour | Application Form  Interview |
| Personal Qualities | * A commitment to providing high quality learning and teaching * A commitment to providing an holistic education * A commitment to working collaboratively with parents/carers and with other staff * A commitment to professional development * A commitment to promoting positive attitudes and values * A commitment to equality of opportunity * The ability to enthuse and inspire students * A willingness to respond positively to change * A commitment to safeguard and promote the welfare of the students. | Application form  Interview |

The person appointed must consent to, and apply for, a Disclosure and Barring Service Enhanced check.