



Hazelwick School

A Converter Academy

JOB TITLE: Coordinator for Computer Science and IT

RESPONSIBLE TO: Head of Computer Science and IT

SALARY RANGE: TLR 2a

Overall purpose of the role is to:

- promote outstanding Teaching and Learning in the curriculum area
- take responsibility for the management of learning, people and resources in a Key Stage under the supervision of the Head of Department
- be committed to inclusive education
- promote and safeguard the welfare of children and young people at Hazelwick School

Responsibilities will include:

- regular scrutiny of student work to track progress and consistency of experience across the Key Stage.
- analysis of performance data, with coordination of subsequent intervention programmes both in-class and out.
- lead Teaching and Learning of a Key Stage across the department.
- analysing assessment results in conjunction with the HOD and report findings to department and SLT.
- supporting behaviour in a Key Stage as appropriate, in accordance with school policies.
- maintenance and development of departmental schemes of work.
- liaison with staff to ensure smooth transition between Key Stages.
- managing the performance of teaching colleagues via observation, support and advice.
- formal management of performance using the whole school system.
- leading aspects of departmental meetings relevant to the Key Stage.
- maintaining regular correspondence with parents of students in a Key Stage relating to student progress.
- contributing to other areas of management and leadership as directed by the Head of Department

Other Requirements:

- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

The Key Stage Coordinator for Computer Science and IT will carry out such other duties as may be required

Updated February 2018