**JOB DESCRIPTION Department**: Science

**Job Title**: Second in Science – Key Stage co-ordinator (Key Stage to be determined at interview)

**Responsible to:** Head of Science

**Responsible for**: Key Stage Science and line management of staff.

**Duties:**

General professional duties of all teachers are specified in the Conditions of Employment (see relevant section in the Staff Handbook) In addition, the successful candidate will be expected to work alongside and report to the Head of department of Science to support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students, within the department.

**Specific Responsibilities:**

* Assist the HOD Science in the development and evaluation of the department improvement plan, including curriculum review and planning.
* To be a model of excellent practice of teaching and learning in order to give Science teachers advice and guidance on improving the quality of learning
* Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their Science subject (closing the gap)

**Leadership of Teaching and Learning:**

To support the HOD Science in the following:

* Ensure there is clear vision as to how the subject should be taught and developed with specific emphasis of the specific Key Stage.
* Ensure that a subject’s delivery meets statutory requirements.
* Lead the development, alongside the Head of Science, the Science curriculum at that Key Stage.
* Promote and develop high quality teaching and learning within Science.
* Contribute to and support the induction of new staff.
* Contribute to and support the professional development of departmental staff.
* Contribute to the performance management of departmental staff.
* Ensure that all staff have high expectations of students.
* Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
* Identify underachieving pupils and ensure appropriate intervention

**Management:**

* Work alongside the HOD Science in producing the department’s improvement plan, ensuring that it is regularly evaluated and reviewed.
* Lead the development and refinement of the curriculum for a specific Key Stage, with an emphasis of creating a dynamic and exciting classroom experience for all learners.
* Lead the development of effective assessment models at a specific Key Stage to reflect the specific focus of that Key Stage.
* Support the HOD Science in managing the department’s resources in line with priorities identified in the improvement plan.
* Ensure that your teaching environment encourages learning and meets Health and Safety standards.
* Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
* Support subject staff in student disciplinary matters, ensuring that school policies are followed.
* In line with the HOD Science ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy.
* In line with the HOD Science ensure that the information given to the examinations officer is clear and checked carefully

**Monitoring and Evaluation:**

To support the HOD Science in the following, with a specific focus on a Key Stage:

* Monitor and evaluate the quality of teaching and learning in your subject area.
* Undertake regular observations of subject teachers.
* Undertake scrutiny of student work as a team via subject meetings.
* Regularly review and update schemes of work / learning.
* Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
* Develop, monitor and evaluate student performance in external and internal assessment.
* Ensure effective deployment of support staff and promote collaboration between all members of the team.
* Promote and ensure effective use of ICT to enhance the learning of students.
* Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
* Promote an understanding of subject requirements with parents and encourage their involvement in their child’s learning.
* Make effective use of external agencies / community links to enhance students learning.
* Ensure staff within your subject area are continually developing as professionals.

**Communication with Parents**

* Attend any appropriate meetings with parents
* Provide informative reports to parents
* raising, in consultation with the Head of Year, particular concerns regarding tutees with parents

**Internal Communication**

* Represent the views and interests of the department to the Curriculum Leader providing information required by Curriculum Leaders, Achievement Directors, SENCO
* Participate in Departmental Meetings
* Staff Absence -Ensure that appropriate work has been set and that the resources required are available
* supporting supply staff who are working within the Department

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| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |