

Job Description Whitley Academy



Job Title: KS3 Co-ordinator (SCIENCE)

Job Number:

Department/Directorate: **Science**

Post Number:

Division/Section/Group/Team:

Grade: TLR2 MISC

Location: **Whitley Academy**

Duties and Responsibilities

- To undertake a teaching timetable in accordance with the duties of KS3 Co-ordinator (Science).
- To continue to pursue own personal development as agreed with the Curriculum Leader for Science.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description for that role.
- To play a full part in the life of the school community, supporting its distinctive aims and its ethos, and to encourage staff and students to follow this example.

Administration

- To work with the Curriculum Leader for Science to ensure that work in the curriculum area reflects the school's ethos and maximises outcomes for students at all Key Stages, but particularly at KS3.
- To manage the budget planning and monitoring function of the curriculum area for KS3 and to ensure that the planning of T&L in the department reflects the needs of the students and the aims and objectives of the school.
- To contribute to the department's quality assurance procedures at KS3 and the Science Linked Improvement Plan.
- To participate in the delivery of CPD for less experienced members of staff as part of the school's ITT/training opportunities programme.
- To promote the team ethos within the Science department and ensure effective working practices are maintained.
- To ensure that H&S policies and practices (including risk assessments) are in line with National requirements and are updated where necessary, liaising with the school's H&S team.
- To support and develop links with feeder primaries, organising primary school visits to Whitley Academy Science Department.

Curriculum, Teaching and Learning

- To work with colleagues to promote the development of enrichment activities and the wider contribution of Science to the whole school.
- To lead all aspects of Science at KS3 and work with the Opening Minds Team and Science Team to ensure effective provision, delivery, assessment, and relevant CPD is covered.
- To create a positive climate for learning, by modelling high quality lesson preparation, delivery and marking, modelling good classroom behaviour management, prompt time-keeping and mutual respect between staff and students.
- To model positive behaviour in and around the department at all times during the school day, to challenge unacceptable behaviour should it occur and to support colleagues where student behaviour is less than acceptable.
- To keep up to date with National developments in Science and Science teaching practice.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is available for cover supervisors.

Assessment

- To monitor all aspects of on-going assessment in KS3 and oversee the academic progress of the students in Science at KS3 in line with whole school assessment and reporting policy and practices.
- Analyse exam and teacher assessment data at KS3, producing reports and creating intervention plans which are shared and monitored. Attend meetings as required focusing on KS3 progress, curriculum and assessment.

Communication

- To lead aspects of department meetings and attend wider school meetings as required by the Principal.
 - To ensure effective communication with parents of students where appropriate.
 - To attend and manage public forums which promote the Science department to the wider school community according to the school calendar.
 - To promote and celebrate the work of Science in the wider school community.
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- To undertake any other duty as specified by STPCD not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified. Duties which include the processing of any personal data must be undertaken within GDPR guidelines.

Date Reviewed: January 2019