

## Job Description

**POST:** KS4 Coordinator of Science

**RESPONSIBLE TO:** Director of Science

**RESPONSIBLE FOR:** Quality of Learning within Science

**SALARY:** TLR 2b (£4,359)

### **PURPOSE:**

To inspire imaginative and effective approaches to learning and teaching across the Academy, and make a major contribution to improving student attainment by raising the quality of teaching in Science at KS4.

To support other teachers to improve their effectiveness, modelling excellent practice and providing professional mentoring and to consistently teach high quality lessons which bring about excellent outcomes for students.

The post holder is expected to carry out the professional duties of a coordinator in accordance with Part 11 of the current DCFS Teachers' Pay and Conditions document and those described in the Outcomes. The post holder is expected to meet all the Core and Post Threshold, Excellent and Advanced Skills Professional Standards for Teachers.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Strategic Direction and Development**

- Contribute to and model policies and practices which promote high achievement through effective teaching and learning.
- Analysing national, local and Academy data, research and inspection findings to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Principal on progress and plans

**Learning & Teaching**

- To work as a co ordinator in KS4 Science to develop teaching and learning strategies that are effective and enable students to achieve challenging targets
- To work with the Director of Science and the Assistant Director of Science to identify students at risk of underachieving in KS4 Science and advise and lead on appropriate intervention strategies to raise attainment
- To raise student achievement and attainment in KS4 Science across the Academy as evidenced by external examinations and internal assessments
- To develop staff expertise in all areas of KS4 Science
- Keep up to date with current educational research and disseminate relevant information to colleagues
- To prepare and use performance and contextual data to track individual students and inform performance
- Be committed to the use of new technologies to improve teaching and learning
- Perform role of form tutor

**Leading and Supporting Staff**

- To support other teachers to develop their expertise in planning preparation and assessment
- Contribute to Science and whole Academy curriculum policy by advising the Academy Leadership Team, through the line management structure on the most appropriate routes of accreditation in Science
- To work with the Director of Science and the Assistant Director of Science to develop appropriate curriculum content for each level of learning which is challenging, engaging and differentiated to meet the needs of all students
- To create SOW and share resources that support the development of assessment for learning strategies in KS4 Science
- To contribute to the quality assurance of Science teaching by working with the Director of Science and the Assistant Director of Science to ensure rigorous monitoring and evaluation of progress towards Team and Academy Development Plans
- Participate in the recruitment and induction of new staff
- To actively support the vision, ethos and policies of the Academy

### **Continuing Professional Development**

- To lead the professional development of the KS4 Science team in devising and preparing innovative teaching and learning strategies
- To actively participate in the Academy's Performance Management processes for colleagues
- Reflect on and address own professional development needs
- Help to identify the professional development needs of colleagues
- To mentor trainee and nre staff in the Science department
- Facilitate the professional development of colleagues and contribute to the department's bespoke CPD programme
- Initiate, and evaluate, action led learning improvement projects

### **Teaching Commitment**

- The post holder will be expected to teach in line with the Academy's generic teacher's job specification. Designated non contact time for management responsibilities will be made available as required.

### **Safeguarding Children**

The Constellation Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **PERSON SPECIFICATION**

### **KNOWLEDGE/EXPERIENCE/SKILLS/QUALIFICATIONS/MENTAL SKILLS:**

#### **1. Qualifications – Essential:**

- Qualified Teacher Status
- An honours degree in Science or equivalent related to Science
- Evidence of relevant recent professional development

#### **2. Knowledge – Essential:**

- Outstanding subject knowledge in your area of specialism
- Expert understanding of what is required to secure effective teaching and learning
- Excellent understanding of the strategies which help to raise students' attainment
- An understanding of performance and contextual data as tools for improving standards of student achievement
- An understanding of up-to-date educational development nationally
- Understanding of the practical application of Equal Opportunities in a school context

#### **Knowledge - Desirable**

- An understanding of emotional literacy and developments to support learning and teaching

**3. Experience – Essential:**

- A proven track record of excellence in the classroom
- A proven track record of achieving excellent results across at least 2 key stages
- Experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes
- Experience of working with other teachers and professionals to extend their understanding and effectiveness

**4. Skills – Essential:**

- A tangible passion and enthusiasm for Science
- A keen interest in developing the teaching of Science in an innovative and creative way
- Ability to use ICT effectively to support your professional role

**INTERPERSONAL/COMMUNICATION SKILLS:**

- Be a team player
- Ability to motivate and inspire staff and students
- Ability to use tact, diplomacy, sensitivity and good humour
- The ability to understand others and create trust
- Ability to coach colleagues to improve their performance
- Effective written and spoken communication
- Awareness of the need for attention to detail
- Ability to demonstrate personal and emotional resilience when working in a range challenging situations
- Personal commitment to extra curricular activities
- Good health and an excellent attendance & punctuality record
- Motivation to work with children and young people
- Have a willingness to demonstrate commitment to the values and behaviours which flow from the Sirius ethos
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undergo appropriate checks, including enhanced CRB checks.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

<b>Creativity and Innovation</b>
The post holder will be required to re-schedule work where/when necessary in order to fit in with the working day of the Academy and ensure that tasks are completed.

<b>Contacts and Relationships</b>
Executive Principal / CEO of the Constellation Trust Head of School Staff Directors Community Parents Managers on all levels and locations Trade unions Other government departments