**HURSTMERE SCHOOL**

**Key Stage Co-ordinator**

**Job Description for:**

**Post:** Science Key Stage Co-Ordinator

**Accountable to:** Head of Science

**Core Purpose**

To ensure the continued delivery of high quality teaching and learning within their specialism.

Key Stage Co-Ordinator is responsible for line managing staff within their area, to ensure sustained educational progress by all pupils within the specialism. Lead, develop and enhance teaching practice of others. To be accountable for leading, managing and developing your curriculum area and pupil development across the curriculum.

**Specific Responsibilities**

In addition to specific Key Stage responsibilities:

* To deputise in the absence of Head of Science.
* To assist the Head of Science in the teaching and administration of the subject throughout the school.
* To assist the Head of Science in the organisation of the department.
* To assist the Head of Science with maintenance/review/updating of Science Department Handbook and Policies
* Lead the Science Department in the delivery of both the compulsory KS4 Science curriculum and Triple Science option.
* Prepare schemes of work and resources to support the delivery of Science courses offered at KS4.
* Evaluate the effectiveness of such resources and schemes of work, amending and updating as necessary. This includes the delivery of the new Required Practicals.
* Ensure that systems put in place for assessing pupil progress are monitored for their effectiveness and changes implemented as necessary.
* Liaise with the Head of Department, Examinations Officer and Science staff in order to co-ordinate KS4 Controlled Assessment and examinations entries and collate Controlled Assessment marks for all courses at KS4.
* Monitor and enhance the delivery of controlled assessments.
* To assist the Head of Science with the implementation of all departmental medium and short term plans.
* Take a lead role in the monitoring of pupil progress throughout KS4 including module result analysis and Controlled Assessment marks. Support teachers where necessary to ensure there is a consistent approach to this across the department.
* Obtain and use data from internal and external sources to identify underachievers and work with the Head of Department and other teachers to put intervention strategies in place.
* Support teachers in the department as necessary to ensure that they provide high quality feedback about pupil progress to both parents and pupils.
* To monitor performance of other members of the department through book monitoring (may include lesson observations).
* To assist with Science assessments.
* To check Science reports.
* To lead with CPD/Inset to staff within Science.
* To liaise with technical team leader when necessary to support the delivery of practical work in the department.
* To support the Head of Science in the moderation and implementation of controlled assessments.
* To assist with the organisation of activities, trips and educational visits within the department.
* To support the Head of Science where directed in all duties required to effectively run the department.
* To assist with monitoring pupil progress and attainment across both Key Stages.
* To support mentoring and training of new staff and student teachers.

Form Tutor – see generic job description

Subject Teacher – see generic job description

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually as part of the Performance Management Process.

Signed by Principal: ............................................................

Member of Staff: ................................................................

Date: ...................................................................................