

Job Description

Job Title	KS2-3 Curriculum Coordinator for Science
Academy	Queen Katherine Academy
Reports to	Head of Department
Working Hours & Pattern	Full time
Salary	MPS/UPS + TLR 3 £1400
Date Last Evaluated	June 2023
Core Purpose	To coordinate and develop the KS3 Science curriculum alongside the Subject Lead.

Key Responsibilities
<ul style="list-style-type: none"> • To coordinate and develop the KS3 Science curriculum alongside the Subject Lead. • To ensure that the KS3 curriculum takes account of Key Stage 2 provision to develop challenge, support and progress. • To be the Science department representative, at appropriate meetings, to ensure that the KS3 curriculum offers support to students in the transition from KS2 to KS3. • To ensure that the KS3 curriculum considers the needs of students new to the United Kingdom and facilitates opportunities to catch up. • To promote extra-curricular links at KS2. • To ensure the KS3 curriculum offers stretch and challenge. • To ensure the KS3 curriculum promotes independent study skills • To ensure an inclusive KS3 curriculum that supports student needs, including SEND. • To coordinate KS3 curriculum assessments and data deadlines. • To ensure that the KS3 curriculum promotes progress for all from KS2. • To give opportunities to all students to develop their experimental skills. • To ensure homework is part of the curriculum model that consolidates learning and/ or enhances for independent learning. • To explicitly identify opportunities to develop literacy- reading, writing, oracy, and numeracy. • Development of science leadership. • Any other reasonable requests.

General Responsibilities

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| <ul style="list-style-type: none">• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.• Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.• Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.• To engage with appropriate training opportunities to promote professional effectiveness in this role.• Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.• To treat all information acquired through employment, both formally and informally, in strict confidence.• To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.• Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.• Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities. |
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The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.
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Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
DCSF-recognised teaching qualification and Qualified Teacher Status (QTS).	E	A
Degree in relevant subject(s).	E	A
Child Protection and Safeguarding training.	E	A
Knowledge and Understanding		
Knowledge of the subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	E	A/I
Knowledge of the National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	E	A/I
Knowledge of effective teaching and learning styles, including the theory and practice of providing effectively for the individual needs of all children.	E	A/I/R
Knowledge of the monitoring, assessment, recording and reporting of student progress.	E	A/I
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	E	A
Knowledge of effective strategies for working with students with Special Educational Needs, including More Able & Talented students.	D	A/I
Knowledge of recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	D	A/I
Skills and Abilities		
Promote a positive and inclusive Academy upholding the RESPECT values	E	A/I
Establish a purposeful learning environment where all pupils feel secure and confident.	E	A/I
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	E	A/I/R
Support colleagues through production of effective schemes of work making reference to helpful resources	E	A/I/R
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	E	A/I/R
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	E	A/I

Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	E	A/I
Use ICT effectively as an integral part of teaching and learning.	E	A/I/R
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, Head of Houses and other internal and external stakeholders.	E	A/I/R
Build effective relationships with colleagues and to be an active team member within the department.	E	A/I/R
Establish and develop good relationships with students, parents and external organisations	E	A/I/R
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	E	A/I
Adapt to change and the introduction of new working practices.	E	A/I
Develop strategies for creating links with the community and external organisations.	D	A
Experience		
Delivering student-centred learning in chosen subject(s) at Key Stages 3 & 4.	E	A/I
Planning, designing and delivering schemes of work to national exam board/course specifications.	E	A/I
Delivering lessons using ICT and multi-media, including interactive SMARTboards.	D	I
Line managing a team.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References