



JOB TITLE: Key Stage 3 Coordinator for Computer Science

RESPONSIBLE TO: Head of IT & Computer Science

SALARY RANGE: TLR 2a

Overall purpose of the role is to:

- promote outstanding Teaching and Learning in the curriculum area
- take responsibility for the management of learning, people, assessment and resources in Key Stage 3 Computer Science under the supervision of the Head of IT/Computer Science
- be committed to inclusive education
- promote and safeguard the welfare of children and young people at Hazelwick School

Responsibilities will include:

- regular scrutiny of student work to track progress and consistency of experience across the Key Stage.
- analysis of performance data, with coordination of subsequent intervention programmes both in-class and out. This includes KS3 analysis and reporting to the department and SLT.
- leading Teaching and Learning of Key Stage 3 across the department.
- supporting behaviour in Key Stage 3 Computer Science as appropriate, in accordance with school policies.
- maintenance and development of departmental schemes of work for Years 7 and 8.
- liaison with the Head of Department to ensure smooth transition between Key Stages.
- managing the performance of teaching colleagues via lesson visits, support, advice and the whole school performance management system.
- leading aspects of departmental meetings relevant to the Key Stage.
- maintaining regular correspondence with parents/carers of students in Key Stage 3 relating to student progress.

Safeguarding:

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

Other Requirements:

- maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

The Key Stage 3 Coordinator for Computer Science will carry out such other duties as may be required.

Last updated: January 2024