

THE GRANGE SCHOOL



Curriculum Co-ordinator for Science Job Description



CURRICULUM COORDINATOR FOR SCIENCE

To be accountable for and provide professional leadership and management for the Science department in order to secure high quality teaching and learning, effective use of resources and monitoring and tracking information to improve achievement for all students.

Responsible to: Curriculum Assistant Headteacher

Line Management Responsibilities:

- Science Strategy Manager, Science department and Science technicians

Accountability for leading, managing and developing a curriculum area

Working with other relevant teachers in the curriculum area:

- Identify relevant school improvement issues.
- Define and agree appropriate improvement targets.
- Co-ordinate CPD needs and opportunities.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Provide the Deputy Headteacher with relevant curriculum information.
- Use financial and resource management innovatively and effectively.

Impact on educational progress beyond assigned students

Working with other relevant teachers in the curriculum area:

- Identify appropriate attainment and achievement targets.
- Monitor student standards and achievement against annual targets.
- Monitor planning, curriculum coverage and learning outcomes.
- Monitor standards of student behaviour and application.
- Lead evaluation strategies to contribute to overall school self-evaluation.
- Plan and implement strategies where improvement needs are identified.
- Ensure that relevant attainment / achievement targets, that have been agreed and discussed with the Headteacher, are met.

Leading, developing and enhancing the teaching of others

Working with other relevant teachers in the curriculum area:

- Maintain personal expertise in your subject and management and share this with other teachers.
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them.



- Monitor and evaluate standards of teaching, identifying areas for improvement.
- Plan and implement strategies to improve teaching where needs are identified.
- Induct, support and monitor new subject staff within your specialism and subject leaders within the cluster.
- Act as a performance management team leader for identified teachers.

Line management responsibility for a significant number of people

This factor is relevant to TLR1 post holders:

- Ensure that performance management arrangements are effectively discharged by other subject leaders within the cluster.
- Monitor the effectiveness and impact of performance management arrangements within the cluster.
- Monitor and evaluate the contribution and impact of other staff to school improvement across the cluster.
- Provide quality assurance monitoring and intervention as agreed.
- Identify staff development needs and co-ordinate these with Deputy Headteacher.
- Plan the deployment of staff expertise to achieve school improvement objectives.
- With particular responsibility for the management and development of whole school extra curricular activities within the three subject areas



THE GRANGE SCHOOL

THE SCIENCE DEPARTMENT

STAFF AND STRUCTURE

The department consists of nine teachers and four technicians. They form an enthusiastic, supportive and sociable team. Science is a busy and evolving department with possibilities for career development opportunities both within the department and in pastoral care.

THE SCIENCE DEPARTMENT FACILITIES

Science is taught in nine laboratories, all of which have multimedia projectors. All the laboratories have already been refurbished to a very high standard.

All teachers have access to lab-logger and Kerboodle to enable excellent organisation on a day to day.

At Key Stage 3, we offer an adapted version of AQA Activate Science 1,2 and 3. At Key Stage 4, we offer AQA Combined Trilogy. At Key Stage 5, we currently offer Btec Applied Science Extended Certificate Level 3.

EXTRA CURRICULAR

Students at The Grange School are keen to progress in Science; this is reflected in the number of students who choose to attend extra after school sessions. Key Stage 4 students attend extra-curricular year-round GCSE revision lessons.

The Science Department are looking to develop a more creative and exciting program of extra curricular opportunities for the students in the past this included STEMNET and a BRAINIACS clubs which students are invited to.

