

Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	KS3 Science Coordinator
Grade	MPR/UPR + TLR2C
Contract	Full-Time, Permanent
Reports to	Headteachers, SLT, Head of Department
Job Particulars	
	<ul style="list-style-type: none"> • To teach Science across the 11 – 18 age range as required by the Head of Department • To participate in the development of appropriate syllabuses, materials and schemes of work. • To mark and assess students' work • To carry out the duties of a form tutor • To support the ethos of the school • To ensure the highest standards of student achievement within KS3 Science, monitoring and evaluation of student achievement and setting targets for improvement • To co-ordinate, develop and enhance the teaching practice of Science at KS3, evaluating the quality of teaching and securing and sustaining effective teaching of the subject • To oversee the development of Science at KS3 • To support STEM. Leading KS3 activities and arranging STEM activities for the school
Duties & Responsibilities	
	<ul style="list-style-type: none"> • To keep up to date and develop your subject knowledge • To prepare stimulating materials for teaching • To use a variety of teaching and learning methods and adaptive teaching to ensure all students have access to the curriculum • To set homework regularly in accordance with the school policy • To assess and provide regular feedback on student work in accordance with departmental and school policy • To record marks and assessment data in a way agreed by the department and in accordance with school policy • To ensure the academic progression and development of all students • To keep up-to-date records showing schemes of work and the progress of classes • To prepare individual student and group reports; analyse and report on summative data • To attend and contribute to departmental meetings • To keep a record of student attendance at lessons • To ensure that statutory requirements, e.g. in relation to health and safety with regard to students' work

	<ul style="list-style-type: none"> • To demonstrate and encourage high levels of professionalism including in the accurate completion of the administration needs of the role and meeting all deadlines. • To take responsibility for the fabric and furnishing of your teaching area • To use resources effectively • To assist with the delivery of extra-curricular activities • To consistently support and implement the whole school behaviour policy
Other Duties	
	<ul style="list-style-type: none"> • To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time to time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms • To perform any other task deemed reasonable by the Headteachers

This job description is current at the date shown, but, in consultation with you, may be changed by the Joint Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (KS3 Science Coordinator) Date: __/__/__

Person Specification

KS3 Science Coordinator		
	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Observation (O)
Education, Training & Qualifications		
A good honours degree in a relevant subject.	E	A, I
A teaching qualification and UK Qualified Teacher Status (QTS).	E	A, I
Aware of curriculum developments in the relevant subject area.	E	A, I
Knowledge of national strategies and developments in education	E	A, I
Experience		
Able to teach to an outstanding level, leading to high attainment and progress / ECTs & trainee teachers – Able to demonstrate an understanding of outstanding teaching.	E	A,I,O
Successful experience of, and a good subject knowledge of teaching at Key Stages 3 and 4.	E	A,I,O
Successful experience of, and a good subject knowledge of teaching at Key Stages 5.	D	A,I,O
Experience in the use of assessment to improve pupils' progress.	E	A,I,O
A clear understanding of individual pupils' needs.	E	A,I,O
Able to demonstrate experience of the strategies available for improving the teaching and learning, attainment and progress of pupils at all levels of ability and development stages	E	A,I,O
Experience of promoting consistently high expectations for all pupils in regard to their work ethic and behaviour..	E	A,I,O
Professional Relationships		
Able to work effectively and supportively within a team	E	A,I
Excellent verbal and written communication skills when dealing with pupils, parents, visitors, colleagues and external agencies.	E	A,I
Ability to engage, enthuse and motivate pupils to provide a positive learning experience.	E	A,I
Work in accordance with the school's ethos, policies and strategies, and promote the school's ethos in the school and local, wider community.	E	A,I
Knowledge, understanding and skills		
Good organisation, planning and able to prioritise.	E	A,I,O
Flexible, adaptable and reliable.	E	A,I,O
Ability to work methodically, with good attention to detail	E	A,I,O
Able to work calmly when under pressure.	E	A,I,O
Enthusiasm, drive and able to promote a love of learning.	E	A,I,O
Competent user of ICT.	E	A,I,O
Maintain confidentiality with regards to all school matters	E	A,I,O
Safeguarding and Equality & Diversity		
A commitment to the safeguarding and welfare of children.	E	A,I,O
Knowledge, understanding and commitment to equal.	E	A,I,O
A commitment to continuing professional development.	E	A,I,O