



***Our Motto is “The Pursuit of Excellence”***

Key Stage 5 Physics Co-ordinator Job Description	
Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>➤ Monitor, evaluate and be accountable for student progress in KS5 Physics ensuring that all students make progress towards and most students achieve at or beyond the WAT internal and National targets;</li> <li>➤ Where results are not as expected ensure that Physics has robust plans for improvement, that these are recorded centrally and shared with the Director of Science;</li> <li>➤ Assist in the development of the department, in line with the overall needs of WAT, with an understanding of how your subject area contributes to Trust priorities and to the overall education and achievement of all students.</li> </ul>
<b>Job Title:</b> <b>Department:</b> <b>Location:</b> <b>Reporting Line:</b> <b>Hours:</b>	KS5 Physics Co-ordinator Science Wootton Upper School/Kimberley College Head of Science Full Time
<b>Line management responsibility for:</b> <b>Liaise with:</b>	Teaching, technical and support staff relevant to the teaching of KS5 Physics KS5 Biology Co-ordinator and KS5 Chemistry Co-ordinator
<b>Principal Accountabilities/Responsibilities</b>	<p><b>Strategic Direction:</b></p> <ul style="list-style-type: none"> <li>➤ Keep up to date with national and local developments including teaching and methodology to inform strategic direction;</li> <li>➤ Develop a clear strategy for improving Physics A level results and sustaining these to a high standard;</li> <li>➤ Raise the profile of Physics within the KS4 Curriculum to ensure that Physics recruits well and maintains a strong and successful presence at KS5.</li> </ul> <p><b>Teaching and Learning:</b></p> <ul style="list-style-type: none"> <li>➤ Lead on production and delivery of the KS5 Physics Schemes of Learning, ensuring that they meet the requirements of the latest and correct specification;</li> <li>➤ Ensure the teaching of Physics is in line with the WAT Standard of Teaching;</li> <li>➤ Ensure Physics practical lessons are in line with Edexcel (9PHO) guidance, CLEAPPs and the Trust is always fully prepared for a practical inspection;</li> <li>➤ Lead and be responsible for the internal moderation/verification of Physics practicals/controlled assessments and administration connected with all Physics examination entries at KS5;</li> </ul>

- Ensure complete coverage, continuity and progression in the delivery of Physics for all students, including those of high ability and those with special educational or linguistic needs;
- Evaluate the teaching of Physics at Kimberley College, use this analysis to identify effective practice and areas for improvement, and act to improve further quality of teaching;
- Ensure that Physics can offer students access to experiences e.g.: support packs, trips, speakers, after school support etc.;
- Regularly contribute to Kimberley College website ensuring that KS5 Physics resources are relevant and up-to-date;
- Organise enrichment activities as appropriate, i.e. revision clubs, super and extra-curricular activities;
- Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop student's understanding (via the organisation of trips and visiting establishments of further education);
- Establish a partnership with parents to involve them in their child's learning of Physics, as well as providing information about curriculum, attainment, progress and targets.

**Leading and Managing Staff:**

- Ensure that all KS5 Physicists are clear about the learning objectives in lessons, understand the sequence of teaching and learning in Physics, and communicate such information to students;
- Provide guidance on the choice of the appropriate teaching and learning methods to meet the needs of the subject and of different students;
- Meet regularly to discuss results KS5 Biology Co-ordinator and KS5 Chemistry Co-ordinator, ensuring that all sciences offer appropriate consistency with regards to assessment, class-based intervention, non-class-based intervention (homework and private study tasks);
- Provide training and mentoring for staff who are new to teaching KS5 Physics;
- Be a role model for other staff in terms of your own teaching ensuring you teach consistently high-quality lessons.

**Efficient and Effective Deployment of Staff and Resources:**

- Work with the Head of Science to identify resource needs;
- Manage the organisation and maintenance of teaching resources including IT with particular reference to KS5 Physics;
- Create an effective and stimulating environment for teaching and learning;
- In relation to KS5 Physics ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply. Ensure that all specific requirements for training and certification are valid and up-to-date.

**Ethos and Culture:**

- Promote an ethos and culture that are in line with achieving the aims of WAT.

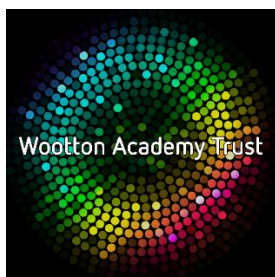
**Data Protection:**

- Ensure all documentation is stored and processed in line with the WAT Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

**Health and Safety:**

- Carry out basic safety checks;

	<ul style="list-style-type: none"> <li>➤ Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>➤ Support relevant out of college/school learning activities, e.g. clubs and other activities within WAT guidelines;</li> <li>➤ Carry out any reasonable tasks as directed by the Executive Principal, a member of SLT or your Line Manager.</li> </ul> <p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>➤ To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.</li> <li>➤ To undertake any other duty as specified by the STPCD not mentioned in the above.</li> </ul> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
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<b>Key Stage 5 Physics Co-ordinator Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Graduate in Physics or Engineering or Mathematics or closely related subject.</p>	
<b>Experience</b>	<p>An outstanding subject teacher.</p> <p>Successful experience of teaching A level and GCSE.</p> <p>A track record of students achieving high levels of progress.</p>	<p>Experience of participating in or leading a department initiative.</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent subject knowledge.</p> <p>Ability to contribute to the further development of Schemes of Learning.</p> <p>Ability to experiment with and apply new approaches to teaching and learning.</p> <p>Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.</p> <p>Ability to lead and manage people to work towards a common goal.</p> <p>Ability to create an environment that values feedback from all in order to improve student learning and motivation.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Knowledge and understanding of mixed-attainment teaching and adapt to the varying demands of each classroom situation.</p>	<p>Knowledge of Ofsted framework.</p> <p>Knowledge of Level 3 BTEC Engineering Specification.</p>

<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish.</p> <p>To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching.</p> <p>To believe in the importance of teamwork, both at departmental and Trust level.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to contribute to extra-curricular activities.</p> <p>Willingness to contribute towards the teaching of Level 3 BTEC Engineering.</p>
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