



THE ELLEN WILKINSON SCHOOL
— FOR GIRLS —

KEY STAGE COORDINATOR IN SCIENCE

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE KEY STAGE COORDINATOR IN SCIENCE

Post Title: Key Stage Coordinator in Science

Report to: Head of Department

Salary: EWS Teacher Pay Scale
TLR 2A/B (Dependent on Key Stage)
Permanent, September start

Supervisory Responsibility: The post holder may be responsible for the deployment and supervision of the work of Teaching Assistants relevant to their responsibilities.

Summary
In close liaison with the Head of Department, the role involves coordinating, developing, and ensuring the effective delivery of the Science curriculum. Additionally, it includes leading, alongside the Head of Department, on student achievement and the quality of teaching and learning across a key stage in Science.

Duties and Responsibilities

To carry out duties at all times with due regard to the principles of Equal Opportunities

1. Teaching & Learning

- Teach assigned classes and groups in accordance with the National Curriculum, the School Curriculum, and the Department's Schemes of Work.
- Plan and prepare courses and lessons, set homework, and mark pupils' work.
- Contribute to the development, successful delivery, and assessment of all courses that form a key part of the Department's curriculum.
- Ensure a smooth transition across all key stages.
- Collaborate with the Head of Science and Heads of Subject to oversee the development of Science schemes of work and assessments to improve student achievement.
- Liaise with the Head of Science and Heads of Subject to develop effective teaching strategies, ensuring that the quality of teaching remains consistently high, with lessons rated as very good or outstanding.



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2. Achievements of Pupils

- Promote the achievement of each pupil by setting appropriate goals and maintaining high standards of academic performance and behaviour.
- Foster enthusiasm for learning through engaging lessons, effective classroom management, and structured organisation.
- Take responsibility for leading, improving, and managing achievement across a key stage including contributing to and implementing the Science Action Plan to improve student outcomes.

3. Assessment, Recording and Reporting

- Fully engage in monitoring, assessment, recording, and reporting procedures

4. Review

- Participate in the review, development, and evaluation processes related to the Science Department.
- Organise, oversee, and support the delivery of revision and intervention program.

5. Current Developments within Subjects

- Stay informed about current developments in Science and any relevant subsidiary subjects, with particular reference to National Curriculum criteria.

6. Record Keeping

- Maintain accurate records relating to the schemes of work, lesson plans and other departmental matters
- Monitor student achievement and progress using all relevant data to inform the organisation of science groupings

7. Staff Development

- Attend and participate in appropriate in-service courses deemed to be relevant both to the department and the School
- Engage in the school's Performance Management process and procedures



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8. Pastoral

- Play an active role in the school's pastoral functions, typically as a form tutor. This includes involvement in delivering the Personal, Social, and Health Education (PSHE) program.
- Provide appropriate guidance to pupils on educational and social matters, as well as on further education and career opportunities.

9. Behaviour of Pupils

- Maintain good order and sensible behaviour, and appropriate supervision of pupils

10. Communication

- Communicate and consult with parents of pupils, other professionals and members of the Governing Body, or appropriate

11. Contribution to the Departmental and Year Teams

- Contribute to the smooth running of the Department and the Pastoral Team by carrying out reasonable tasks

12. Cross Curricular

- Collaborate with other subject departments to ensure the delivery of cross-curricular themes

13. Extra Curricular

- Actively participate in the school's extra curricular activities

14. Health & Safety

- Proactively ensure the implementation of the school's Health & Safety Policy.
- Safeguard the health and safety of pupils both on school premises and during authorized school activities elsewhere



THE PERSON SPECIFICATION

Please make sure, when completing your application form, that you give clear examples of how you meet the criteria.

Essential Qualification Criteria

All applicants must:

1. Be deemed suitable to work with children
2. Be qualified to degree level or above
3. Be eligible to teach in the UK
4. Be eligible to the right to work in the UK
5. Have a good command of spoken and written Standard English

Experience:

6. Teaching/training at secondary school level
7. Working/training in a multicultural environment
8. Involvement in successful initiatives including monitoring and evaluation of initiatives
9. Demonstrable experience of tracking and analysing progress data to inform teaching and learning strategies

Knowledge:

9. Have in depth knowledge of main teaching subject
10. Have up-to-date knowledge of current educational developments in relation to that subject at whole school level
11. Have awareness of current approaches and teaching strategies in main subject and any other subject offered
12. Be vigilant regarding Safeguarding
13. Knowledge of curriculum design and effective assessment practices within a Key stage.

Skills:

14. Ability to teach across the whole ability and age range of the school
15. Ability to engender enthusiasm for the teaching subject(s) and motivating pupils through setting purposeful work
16. Ability to encourage learners to develop self-esteem. To keep themselves and others safe and to have respect for others
17. Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
18. Ability to promote high standards of achievement in work and behaviour.



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17. Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
18. Ability to promote high standards of achievement in work and behaviour.
19. Show a clear grasp of Assessment, Recording and Reporting (including target setting)
20. Ability to monitor and evaluate teaching and learning and act upon the outcomes, including data analysis
21. Ability to prioritise, pay meticulous attention to detail, work under pressure and meet strict deadlines
22. Ability to communicate clearly with staff, pupils and parents.
23. Evidence of sound administrative and organisational skills

QUALITIES

24. To show willingness (and/ or experience of) to foster good relationships with all the school's stakeholders
25. To demonstrate commitment to team work and collaboration
26. To be hardworking, determined and conscientious
27. To be a reflective practitioner, able to self-evaluate and develop professionally

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.



LIVING AND WORKING IN EALING

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TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **Key Stage Coordinator in Science** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Monday 17th March 2025**.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



THE ELLEN WILKINSON SCHOOL
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QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.98

KEY STAGE COORDINATOR IN SCIENCE SEPTEMBER START, PERMANENT TLR 2A/B (DEPENDENT ON KEY STAGE)

We are seeking to recruit an outstanding and motivated Key Stage 3 or 4 Coordinator in Science to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

The Closing Date for the post is Monday 17th March 2025.

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.