

# CHASE HIGH SCHOOL

## JOB DESCRIPTION

### SCIENCE KS3 CO-ORDINATOR

**Responsible to:** Subject Leader for Science

**Salary:** Teachers Main or Upper Scale + TLR 2a

#### **Overall purpose of the Job**

To be responsible for student progress at Key Stage 3 within Science.

#### **Key Areas of Responsibility**

- Support the Subject Leader for Science with the development of the subject in the curriculum
- Responsibility for Key Stage 3.

#### **Duties**

- The Teachers' Pay and Conditions Document specifies the general professional duties of qualified teachers. In addition, the following duties are applicable to this post.

#### **General Responsibilities**

- Support the Head of Science and Second in Department in raising student attainment and achievement.
- To mentor department staff and be a lead practitioner in the Science Department.
- Ensure the development of Science across the school by identifying, planning and implementing strategies to support students' improvement within other subjects.
- Ensure that leadership is sustained when the Subject Leader is not available.

#### **Specific Responsibilities**

- To monitor KS3 teaching and learning.
- To manage interventions within KS3.
- Lead staff training on KS3 initiatives.
- To actively monitor and respond to curriculum developments and initiatives within KS3 at regional, national and local levels.
- To assist in the development of KS3 Scheme of Work.

#### **Line Management**

As identified in the school's line management structure.

#### **Performance Management**

Identified in the school's Performance Management Policy.

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### PERSON SPECIFICATION: Science KS3 Co-ordinator

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• First degree</li></ul>	<ul style="list-style-type: none"><li>• Higher Degree</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Teaching or training for teaching in the secondary phase</li><li>• Excellent record of attendance and punctuality</li><li>• At least 2 years teaching the subject</li></ul>	<ul style="list-style-type: none"><li>• Evidence of expertise and success in raising student achievement and securing school improvement.</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Good classroom practitioner.</li><li>• Excellent written and communication skills.</li><li>• Good leadership and management skills.</li><li>• Ability to work to deadlines.</li><li>• Ability to build effective working relationships</li></ul>	<ul style="list-style-type: none"><li>• Ability to demonstrate imagination and flexibility in working methods and the ability to adjust rapidly to new priorities and developments.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of current secondary issues.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of specialist schools</li></ul>