



THE ELLEN WILKINSON SCHOOL  
— FOR GIRLS —

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KS3 COORDINATOR IN  
SCIENCE  
RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

**T**he 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 5,000m<sup>2</sup> 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 KS3 COORDINATOR IN SCIENCE

**Post Title:** KS3 Coordinator in Science

**Report to:** Head of Department

**Salary:** EWS Teacher Pay Scale (MPS + TLR2A)  
Full time, Permanent, September 2024 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**

To teach Science across the age and ability range of the school, and any subsidiary subject offered to an appropriate level.  
To coordinate provision of Key Stage 3 in the Science department

### **Duties and Responsibilities**

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

#### **1. Teaching & Learning**

- To teach the classes and groups assigned with due regard to the National Curriculum, the Curriculum of the School and the Schemes of Work of the Department
- This includes planning and preparation of courses and lessons, setting of homework and marking of work carried out by pupils
- Support the smooth transition from KS2 to secondary school
- To continue the development, successful delivery and assessment of all courses which form a key part of the Department's curriculum



## THE ROLE KS3 COORDINATOR IN SCIENCE

### 2. Achievements of Pupils

- To promote the achievement of each individual pupil by setting appropriate goals, promoting high standards of achievement in work and behaviour
- To engender enthusiasm for pupil learning through purposeful work and good classroom control and organisation

### 3. Assessment, Recording and Reporting

- To enter fully into monitoring and assessment, recording and reporting procedures

### 4. Review

- To take part in the review, development and evaluation procedures relating to the Science Department.

### 5. Current Developments within Subjects

- To keep abreast of current developments in Science , and any subsidiary subject as appropriate, with particular reference to National Curriculum criteria

### 6. Record Keeping

- To maintain accurate records relating to the schemes of work, lesson plans and other departmental matters

### 7. Staff Development

- To attend and participate in appropriate in-service courses deemed to be relevant both to the department and the School
- To take part in the school's Performance Management process and procedures



## THE ROLE KS3 COORDINATOR IN SCIENCE

### 8. Pastoral

- To play a full part in the pastoral functions of the school, usually as a form tutor. This includes involvement in the delivery of the Personal, Social and Health Education programme
- To provide relevant guidance to pupils on educational and social matters, and on further education and future careers

### 9. Behaviour of Pupils

- To maintain good order and sensible behaviour, and appropriate supervision of pupils

### 10. Communication

- To 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

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

### 12. Cross Curricular

- To work in partnership with other subject departments to ensure the delivery of cross-curricular themes

### 13. Extra Curricular

- To take a full part in the extra curricular life of the school

### 14. Health & Safety

- To be pro-active in ensuring the school's Health & Safety Policy is implemented. To safe guard the health and safety of pupils both when they are on school premises or when engaged in authorised school activities elsewhere

***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.***





## 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 implementation of successful initiatives including monitoring and evaluation of these initiatives

### **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

### **Skills:**

13. Ability to teach across the whole age and ability range of the school
14. Ability to engender enthusiasm for the teaching subject(s) and motivating pupils through setting purposeful work



## THE PERSON SPECIFICATION

15. Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
16. Ability to promote high standards of achievement in work and behaviour
17. Show a clear grasp of Assessment, Recording and Reporting (including target setting)
18. Ability to use new technology to support both the curriculum and organisation
19. Ability to monitor and evaluate teaching and learning and act upon the outcomes, including data analysis
20. Ability to assess the needs of individuals to inform lesson planning
21. Ability to prioritise, pay meticulous attention to detail, work under pressure and meet strict deadlines
22. Evidence of sound administrative and organisational skills

### QUALITIES

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

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





## 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 3 Coordinator in Science to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Monday 20<sup>th</sup> May 2024 at 12 noon.**

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](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)





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QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://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 +0.7

## KS3 COORDINATOR IN SCIENCE MPS + TLR 2A

### FULL-TIME, PERMANENT & SEPTEMBER 2024 START

We are seeking to recruit an outstanding and motivated Key Stage 3 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 20<sup>th</sup> May 2024 at 12 Noon.**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://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.