



## **Job Description & Person Specification**

KS3 Coordinator of Science



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**Job Title** : KS3 Coordinator of Science  
**Scale** : Teacher Pay Scale + TLR 2

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### Job Purpose

- To ensure that targets for improvement in the curriculum area are set and met through positive approaches to curriculum development.
  - To plan and prepare schemes of work.
  - To monitor learning and teaching across the curriculum area to support the development of staff.
  - To facilitate and encourage learning which enables students to achieve high standards.
  - To share and support the corporate responsibility for the well-being, education and discipline of all students.
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### Reporting Arrangements

Reports to : Head of Department and Trust Director, where appropriate  
Accountable for : N/A

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### Main Responsibilities

- Collaborate in the production of a clear vision for the direction of the department based on the school's vision and objectives.
- Lead collaborative planning and drive curriculum development for KS3
- Focus systematically on teaching and learning.
- Contribute to in-service and professional learning meetings.
- Build collective collaboration and develop leadership.
- Consult and negotiate over responsibilities within the department.
- Participate in appropriate subject/curriculum leader training to improve leadership and management expertise.
- Ensure that lines of communication within and outside of the department are efficient and effective.
- Collaborate with other subjects, schools and organisations.
- Ensure the Departmental Development Plan delivers the requirements of the School Development Plan and is regularly monitored and reviewed.
- Base improvement activity on evidence about relative performance.
- Use the Quality Assurance Process to identify strengths and weaknesses in performance.
- Identify areas of improvement in the department's systems and practices, and work to implement positive changes.
- Take responsibility for the maintenance of good order in departmental lessons and to liaise with pastoral and other staff.
- Be responsible for the ordering, distribution, control and maintenance of departmental stock and equipment.

- Carry out all necessary Teaching Responsibilities as per The Teachers Standards.

## Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

## Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

## Core Behaviours

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities:

- Show unswerving commitment to the shared vision and values – *badge on shirt.*
- Demonstrate impeccable standards of competency within areas of expertise - *focus on learning.*
- Have a sense of urgency for sustainable results - *does whatever it takes.*
- Challenge the status quo - *eye on the horizon.*
- Strive for autonomy whilst securing accountability - *develops agency in others.*
- Focus on team over self - *demonstrates self-sacrificial leadership.*
- Commit to continuous improvement for self and others - *recognises that better is possible.*
- Build trust through clear communication and expectations - *develops commitment to the vision in others.*

# Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours Degree 2.2 and above</li> <li>• Evidence of relevant continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Further relevant qualifications e.g. LftM, NPQML, NPQSL, Higher Degree</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of teaching the relevant subject at KS3 and KS4</li> <li>• Experience of promoting the general progress and well-being of students/pupils, including specific 'groups'</li> <li>• A record of implementing change programmes to raise standards relating to student/pupil progress</li> <li>• A record of using data to benchmark and raise standards</li> <li>• Have a proven record of exam success and up to date knowledge of changes to exam specifications</li> <li>• Knowledge of the principles and practices of effective teaching and learning</li> <li>• Experience of preparation of schemes of work and lessons</li> <li>• Knowledge and understanding of subject area(s)</li> <li>• Evidence of being able teach consistently high quality lessons</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching at KS5</li> <li>• Successful leadership and management in more than one school</li> <li>• Proven track record in providing guidance, support and advice to students/pupils</li> <li>• The ability to lead on subject specific Professional Learning in an area of expertise</li> <li>• The ability and desire to teach across the age and ability range</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• High-level ability to understand and use performance data to inform development activities</li> <li>• Ability to demonstrate engaging oral and written communication</li> <li>• Able to think and act strategically</li> <li>• Able to contribute to the School Behaviour Management systems, so that effective learning can take place</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Full driving licence</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	