



Lytchett Minster School

Post Title: KS3 D&T Co-ordinator

TLR: 2.1

Responsible to: Head of D&T Department

Key Responsibilities

Working closely with other faculty leaders for KS3 the D&T Co-ordinator will be responsible for:

- Management of the KS3 D&T curriculum (to include management of the smooth running of the KS3 carousel)
- Co-ordination of KS3 D&T scheme of work
- Quality Assurance of KS3 teaching and learning
- Tracking the progress of students across KS3 in the D&T Curriculum

A. Development of the subject

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- develop policies and practices which reflect the Faculty's commitment to high achievement and effective teaching and learning;
- promote positive attitudes towards the subject and confidence in teaching it;
- use a range of data to identify individual pupil targets, monitor progress and develop strategies to support staff in achieving them.

B. Teaching and Learning

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- ensure curriculum coverage and progression;
- provide advice on appropriate teaching and learning materials;
- monitor pupil progress through review of school data.

C. Leading and Managing Staff

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- contribute support to subject colleagues;
- contribute to professional development activities to support teaching;
- contribute to the programme of support for early career teachers (ECTs) in the department and new colleagues.

D. Effective and efficient deployment of staff and resources

Within the context of the key responsibilities above and working closely with the Head of Department the Co-ordinator will:

- advise the Head of Faculty on resource needs;
- maintain existing resources;
- promote effective and stimulating displays in the faculty.