

## KS4 Co-ordinator

####  Reporting to:

#### Start date:

#### Suitable for:

#### Contract:

#### Salary:

#### Allowance:

#### Disclosure level:

Director of Science

September 2025

Experienced teachers

Full time

MPS/UPS / Outer London Pay scale £36,414-£53,994 FTE

£5,654 for a suitably qualified candidate

Enhanced

## About the Role

We wish to appoint a full-time KS4 Co Ordinator to work across KS3 and KS4 with the ability to teach Science to KS5.

* All science teachers are expected to teach Physics, Biology and Chemistry to KS4
* Students follow the AQA syllabus at GCSE and A Level
* Science is a flourishing department; the quality of teaching is excellent as is curriculum quality. Outcomes within this department are superb and rank among the highest in the school.

### About Our School

Trinity Catholic High School is a large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Highly regarded in the area, we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Many of our staff are long-serving; 10 years plus, which highlights their happiness and commitment to the school. Many ex-students choose our school to support their own children because of their own positive experiences here. The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment which are demonstrated by our excellent exam results. Trinity’s most recent Catholic Schools Inspection report (January 2020) states that “Trinity Catholic High School is an outstanding school and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood”. The report also emphasises that “Catholic life at Trinity Catholic High School is outstanding and is of the highest quality” and “Every aspect of Collective Worship at the school is outstanding".

###  We are seeking a professional who is:

* An enthusiastic science teacher with the ability to teach across all stages
* Passionate about Science and has excellent subject knowledge.
* Ambitious and committed to very highest standards of student learning.
* Keen to challenge and enthuse our diverse student population.
* An excellent classroom practitioner with a drive for self-improvement and development.

## We can offer the successful candidate:

* An opportunity to work with an experienced Headteacher and forward-thinking and supportive Senior Leadership Team
* A pleasant environment conducive to high quality teaching and learning with friendly and motivated staff across the school
* A caring and affirming culture and ethos with a staff social committee who regularly organise events to enhance this
* Opportunities for professional development and progression including support for NPQs
* Well-resourced and well-managed departments with a collaborative attitude to classroom management and commitment to raising standards and securing achievement for all students
* Well behaved students that are keen to achieve and are respectful of their teachers.
* Support for staff wellbeing through access to SAS wellbeing services, including
	+ 24 hour GP helpline
	+ Health screening service
	+ Medical support services
	+ Physiotherapy
	+ Counselling
* Fair allowances for staff requiring leave of absence beyond that relating to illness
* Non-contact time which is above the national minimum requirement of 10% of timetable
* Cycle to work scheme

**Your Application**

#### *The school can only accept applications made on our school application form or by using the on-line TES Apply Now function. The completed form, along with a cover letter, should be submitted via email to* *recruitment@tchs.org.uk**. Download our application form from our website:* [*www.tchs.org.uk/about-us/employment/*](http://www.tchs.org.uk/about-us/employment/)

* Tel: 020 8504 3419
* Email: recruitment@tchs.org.uk
* Closing date for applications: 23rd May 2025

**Early applications are welcome**

We are committed to safeguarding and promoting the welfare of our pupils. Candidates must be willing to undergo child protection screening. This will be to obtaining a satisfactory enhanced Disclosure and Barring Check (DBS). Further details of this can be found on our website: <https://www.tchs.org.uk/about-us/safeguarding/>All applicants will be subject to social media checks in line with Keeping Children Safe in Education (KCSIE) 2024.

Applicants must provide 2–3 referees, including one with access to their employment records. Consent must be obtained from referees. Please refer to the **Notes for Applicants** guidelines for full details.

We reserve the right to close the vacancy early if we receive a volume of suitable applicants. Please note that only candidates selected for shortlisting will be contacted, due to the high volume of applications.

# Job Description- KS4

1. To assist in the preparation of the department handbook and DDP as required.
2. To prepare the KS4 entry for the DDP and be responsible for KS4 capitation.
3. To have particular responsibility for Teaching and Learning within the Science Department and to lead on improvement across the department by organising and running CPD as appropriate and to implement other strategies as required.
4. To monitor the quality of Teaching and Learning across all Key Stages but especially KS4..
5. To be responsible for all courses taught in year 9, 10 and 11 including ELC.
6. To keep fully abreast of all changes at KS4, undertake CPD and run departmental training to cascade information and to liaise closely with the Head of Department on all matters relating to KS4.
7. To co-ordinate the writing and updating of KS4 schemes of work including ELC.
8. To quality audit SoW and to ensure access to all ensuring SoW available on Teams.
9. To quality audit Teams KS4 provision.
10. To plan the curriculum, including rotas and timelines to ensure content is taught in good time.
11. To co-ordinate the maintenance and updating of records of departmental stock at KS4.
12. To co-ordinate the preparation of all test and mark schemes at KS4.
13. To prepare exam reports for KS4.
14. To organise and run KS4 departmental detentions.
15. To be responsible for raising attainment at GCSE, including new and innovative ideas in the classroom and to monitor test results of all students at KS4.
16. To be responsible for intervention programmes at GCSE and to co-ordinate and deliver intervention through the Darius programme; including revision programmes.
17. To be responsible for exams administration, tiers of entry and submission of marks.
18. To be responsible for extracurricular provision at KS4, including extended school provision through Darius but also trips/competitions/ KS4 Master Classes.
19. To attend all formal Science Department meetings and any other relevant school meetings.
20. To organise internal moderation of internal examinations.

**CPD**

1. Keep up to date with national developments related to your area. To ensure professional development is secured the post holder will be provided 5 school days to arrange their own professional development across the year. Any additional CPD must be approved by the Headmaster and SMT one term in advance.
2. Engage actively in the performance management review process.
3. Remain fully informed and show an awareness of local and national changes in education policy and practice.
4. Offer training that will support the professional development of staff across the school. This training must be mapped out one academic year in advance.
5. Assist curriculum leaders in their pursuit of outstanding practice in their own area.

**Catholic Ethos**

1. To contribute to the maintenance and development of the school’s Ethos and Vision
2. To play a full part in the life of the school community to support is distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
3. To foster positive relationships across the school and in the catholic community.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.



## Person Specification – KS4 Co Ordinator

All areas will be assessed by application and at interview.

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| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level in the identified subject |  |  |
| Qualified Teacher Status |  |  |
| Good Honours Graduate |  |  |
| Ability to teach Key Stage 3, 4 & 5 |  |  |
| **Background and Experience** | **Essential** | **Desirable** |
| Recent and successful teaching experience in secondary schools |  |  |
| An outstanding classroom practitioner |  |  |
| Excellent classroom management skills |  |  |
| Excellent understanding of current, relevant issues and national developments in education |  |  |
| The ability to work independently and within a team |  |  |
| Willing to support the department with extracurricular activities |  |  |
| Experience of supporting colleagues to improve practise |  |  |
| **Professional Knowledge and Understanding** | **Essential** | **Desirable** |
| Understands the characteristics of high-quality teaching, learning and achievement for all students |  |  |
| Excellent understanding of effective pedagogy |  |  |
| Support the aim and objectives of Trinity Catholic High School |  |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (oral and written) |  |  |
| Able to develop positive and meaningful relationships with students |  |  |
| Excellent ICT skills and able to make appropriate use of ICT for learning |  |  |
| Excellent organisational skills to meet deadlines and manage work load of self and others |  |  |
| Able to give good quality feedback to students |  |  |

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| **Personal Qualities and Attributes** | **Essential** | **Desirable** |
| Capacity to plan and deliver Science  |  |  |
| Personal Qualities and Attributes continued | **Essential** | **Desirable** |
| Able to gain respect of students, parents, staff and governors |  |  |
| Awareness, understanding and commitment to the protection and safeguarding of children and young people |  |  |
| High integrity: honest, trustworthy and reliable |  |  |
| Can take difficult decisions and manage challenging conversations |  |  |
| Commitment to equal opportunities |  |  |