**MAYFIELD SCHOOL**

**JOB DESCRIPTION**

**Science Key Stage Coordinator with responsibility for an A-Level subject**

**This role is essential in supporting the rapid and sustained progress of students in Science.**

**Relationships:**

* Designated line manager – Science Faculty Leader.
* Any other designated Line Manager e.g. SLT Line Manager.

**Key accountabilities:**

* To secure high standards in teaching and learning and attainment in the assigned Key Stage and assigned A-Level subject.
* To lead other staff effectively to ensure students make rapid and sustained progress across the assigned Key Stage and assigned A-Level subject.
* To liaise with other stakeholders to secure student progress, such as parents, SLT, Year Group Leaders, Inclusion Faculty, the Examinations Officer.
* To ensure the assessment of students are in line with Faculty/School Policies, student progress and development within Science.
* To ensure that Science staff are secure in the effective use of data in planning for teaching and learning in the assigned Key Stage and assigned A-Level subject.
* To ensure that interventions support rapid and sustained progress for all students including identified key learner groups.
* To ensure that correct and valid data for Science is uploaded regularly onto school data systems, and that it is “live” for whole school data collections.
* To ensure that relevant team members are madefully aware of student prior attainment and other relevant data and that appropriately challenging targets are set by staff for the students in their classes.
* To liaise with Faculty Leader and Assistant Faculty Leader to ensure curriculum content and tasks are matched to student learning needs.
* To ensure that the statutory requirements of the National Curriculum/syllabus are delivered imaginatively.
* To ensure SOW and lessons are updated to reflect the latest teaching practices and develops skills and techniques needed for the assigned Key Stage and assigned A-Level subject.
* To assist the Faculty Leader and Assistant Faculty Leader in ensuring effective delivery of Science.
* To develop and enhance the teaching practice of others and ensure that “best” practice is shared.
* To be responsible for keeping abreast of new initiatives within the Faculty/Subject areas, including national, local and subject specific documentation.
* To monitor and track marking and assessment, involving:
  + Book monitoring
  + Exam Moderation
  + Exam Analysis
  + Ensure markbooks are completed, including PLCs
  + Learning Walks
* To support day to day management by ensuring that resource needs are fully communicated to Faculty Leader, cover work is provided when the need arises and to support the Faculty leader in managing the Behaviour policy, Faculty meetings and briefings.
* To support the Faculty team in evaluating, consulting on, and reviewing an Action Plan.
* To support the Faculty Leader and Assistant Faculty with Faculty CPD and lead Faculty CPD sessions where appropriate.
* To be a line manager under the School’s appraisal system.
* To meet with other leaders in school as the need arises.

This role will be appraised through the school’s Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name: …………………………………….. Date: ……………………….

Signature: …………………………………