

# MOULSHAM HIGH SCHOOL



## JOB DESCRIPTION

**DEPARTMENT: SCIENCE**

**ACCOUNTABLE TO: HEAD OF SCIENCE**

**JOB TITLE: RAISING ACHIEVEMENT AND PROGRESS CO-ORDINATOR YEARS 7-9**

**TLR – 2c (Currently £3189)**

### **The Faculty**

Science is large and forward-looking faculty; staff are very supportive of each other, with good practice and resources being shared regularly. There is strong leadership from the experienced and successful Head of Faculty.

There are currently twelve specialist teaching staff in the science faculty. Faculty meetings are held regularly and the views of all staff are valued.

Postholders are as follows:

Head of Faculty
Subject Leader Biology
Subject Leader Chemistry
Subject Leader Psychology
Subject Leader Physics
Raising Achievement And Progress Co-ordinator Years 7-9

The role of Raising Achievement And Progress Co-ordinator Years 7-9 is, therefore, excellent preparation for further promotion.

The work of the department is supported by a team of six technicians which includes a specialist for each of Biology, Chemistry and Physics.

The faculty regularly welcomes trainees from the Mid-Essex and TES training programmes.

It also plays a significant role in developing teaching and learning across the school, most recently through sharing its expertise in using TEAMS for remote learning.

### **FACILITIES AND RESOURCES**

The school provides superb facilities for teaching science. There are seven laboratories in the main school building and in 2019 a new purpose built science block opened, containing four laboratories and a general classroom. These have greatly enhanced the learning environment in science.

Members of the science faculty have wireless-linked laptops that can connect to the school intranet and the internet from any laboratory. Every room also has a multimedia projector and electronic

whiteboard. The faculty has comprehensive schemes of learning in place that are available to all staff electronically, with the equipment and books appropriate to lessons readily available.

## SCIENCE FACULTY AIMS

The work students do should:

- stimulate interest in, encourage curiosity about and provide enjoyment from, the study of Science;
- encourage responsibility for their own learning;
- improve the way in which knowledge is organised and in which data is presented and interpreted;
- meet the requirements of the National Curriculum and other external assessment schemes;
- show the importance and influence of science in everyday life.

## PROVISION

To meet the stated aims, the department is continually revising and improving its courses to ensure they provide tasks that challenge students of different abilities and allow them to achieve their full potential.

### Key Stage 5

Courses are offered leading to AS and A2 Levels in Biology, Chemistry and Physics. The number of students studying post-16 Science courses has increased substantially over recent years, unlike the national trend.

#### *A Level Results 2019*

	<b>% A*-B</b>	<b>% A*-C</b>	<b>% A*-E</b>
Biology	41.7	70.8	100
Chemistry	71.4	71.4	100
Physics	55.6	77.7	100

### Key Stage 4

Triple Science is offered as an option to all students and usually has a take-up of approximately 80 -90 students. These have all met the entry requirement of having achieved a grade 4 or higher in maths and science by the end of Year 9.

#### *Triple Science Results 2019*

	<b>Physics</b>	<b>Chemistry</b>	<b>Biology</b>
<b>%9-7</b>	50.91	60	63.64
<b>% 9-4</b>	100	100	100

Combined Science is compulsory for the rest of the cohort. In 2019, 77% students gained grades 9-4.

The faculty begins to teach all G.C.S.E. courses in Year 9.

## Years 7-9

Topics learnt include:

Year 7	Year 8	Year 9
Cells. Particles and their behaviour. Forces – structure and function of body systems. Elements, atoms, compounds and reactions. Light and sound.	Health and lifestyle. The periodic table and separation techniques. Electricity and magnetism. Ecology. Metals and acids, Energy.	Cells and organisation. Atomic structure. Conservation and the dissipation of energy. Ecology. Reactivity of metals. Energy transfer by heating.

Students are allocated six hours a fortnight of science in Years 7-9.

### ENRICHMENT

‘Enrich’ is a core value of the school and the science faculty organises a wide range of activities both within and outside of the taught curriculum. These include Year 7 science club, Dissection Live, Year 9 biology fieldwork at Rainham Marshes and A level biology residential fieldwork at Flatford Mill.

### THE POST

This post offers an exciting opportunity for a well-qualified, outstanding and experienced practitioner who is looking for a significant middle management responsibility. He /she will be joining a faculty that is committed to raising standards further for all students and will play a leading role in helping it to move further forward.

The successful candidate will be expected to teach science up to and including A level.

### THE YEARS 7-9 CO-ORDINATOR WILL BE RESPONSIBLE FOR:

- Implementing school policies relevant to Years 7-9 including those relating to behaviour, homework, assessment/marking, literacy, numeracy, ICT, SMSC.
- Ensuring that all students can (and do) make at least the minimum expected progress throughout Years 7-9.
- Ensuring that effective tracking of students’ progress is in place throughout Years 7-9, supporting any underperformance with intervention programmes whose impact is closely monitored.
- Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed across Years 7-9.
- Creating and developing appropriate schemes of work, lesson plans and assessment tools taking into account the need for differentiation and the inclusion of ICT, literacy, numeracy, SMSC.

- Setting and moderation of internal examinations.

**THE YEARS 7-9 CO-ORDINATOR WILL BE ACCOUNTABLE FOR:**

- The standards (this includes the attainment outcomes and progress outcomes) reached by all students throughout Years 7-9, including those who are more able and those who are 'vulnerable'.
- The quality of teaching and learning throughout Years 7-9.

**YEAR 7-9 CO-ORDINATOR WILL ASSIST THE HEAD OF FACULTY IN:**

- The evaluation of the quality of teaching and learning.
- The provision of appropriate training.
- Carrying out, following consultation, any other reasonable task determined by the Headteacher, including deputising in the event of the Head of Faculty's absence if required and representing the faculty on relevant school working groups e.g. the Teaching and Learning Community.

**All staff at Moulsham High School are expected to:**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*(April 2021)*

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## PERSON SPECIFICATION POST: RAISING ACHIEVEMENT AND PROGRESS CO-ORDINATOR SCIENCE YEARS 7-9

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
<b>Qualifications</b>		
Good quality honours degree in a science.	√	
PGCE, or equivalent, in secondary education	√	
Qualified Teacher Status	√	
<b>Experience</b>		
Proven success in teaching science up to and including G.C.S.E.	√	
Experience of teaching science to A level.		√
Evidence of having made a valuable contribution to the everyday practice of a science faculty.		√
<b>Knowledge / Skills</b>		
Strong subject knowledge	√	
Good and imaginative use of resources including new technologies	√	
Good understanding of Assessment for Learning and the ability to put this into practice	√	
Well-developed behaviour management skills	√	
An ability to forge good working relationships with staff and students	√	
Organisational skills	√	
An understanding of the qualities of a good scheme of work		√
Knowledge and understanding of current curriculum developments in Science, particularly in Years 7-9.	√	
Ability to support colleagues and monitor the quality of teaching and learning		√
Know how to analyse and interpret data in order to monitor student progress		√
Ensure that whole school policies are implemented consistently	√	
<b>Personal</b>		
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
<b>General</b>		
Good attendance and punctuality record	√	
Professional dress	√	