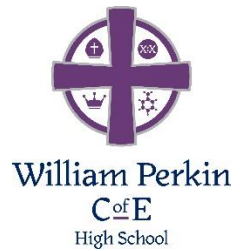




Twyford Church Of England Academies Trust

"I have come that you might have life
and have it to the full" John 10 v10



William Perkin CE High School

Job Description

Job Title:	KS4 Science Coordinator (Years 9 - 11)
Grade:	Main Professional Grade + TLR 2b (£4,537)
Line Manager:	Head of department
Supervisory Responsibility:	Classroom teachers

Main purpose of Post

To:

- achieve outstanding examination outcomes at KS4 throughout the department
 - ensure a rich wider learning offer is in place at KS4
 - complete quarterly analyses for all year groups
 - monitor progress of KS4
 - provide outstanding intervention at KS4
-

Outcomes

Achievement

- Achievement in Years 9, 10 and 11 science is effectively monitored and areas of weakness are identified and addressed
- Results effectively monitored and reported to the Head of Science and at department meetings
- Student achievement in science is celebrated
- Achievement is outstanding in Years 9, 10 and 11

Teaching

- Curriculum and assessment frameworks are clear and support outstanding progression
- All staff are confident and consistent in the delivery of good and outstanding lessons
- KS4 homework tasks and summative assessments are robust, capture assessment objectives and prepare students for their GCSE examinations

Behaviour

- Student conduct within the key stage is uniformly outstanding

Leadership

- Clear vision for the enjoyment of science in KS4
- Responsibilities for staff development and training

Other

- Online learning tools and resources are used effectively in Years 9, 10 and 11. Students and staff are trained adequately to ensure maximum effectiveness of online learning tools.
- Wider learning offer is outstanding.

Specific responsibilities and tasks

Achievement

Achievement in Years 9, 10 and 11 is effectively monitored and areas of weakness are identified and addressed

- Analysis of results (under guidance of the Head of Science) to monitor progress of students and cohorts (including Pupil Premium) in Y9, Y10 and Y11 after each key assessment
- Support the Head of Department with setting arrangements ensuring students are placed in appropriate groups according to aptitude and attainment
- Provide regular feedback to the Head of Science about progress of students, and to discuss issues with delivery and progress as they arise
- Coordinate the departmental celebration of success of students' work through liaison with class teachers, Head of Year, Head of Science
- Support class teachers to address underachievement by organising interventions for underachieving students at KS4

Teaching

Curriculum and assessment frameworks are clear and support outstanding progression in Years 9, 10 and 11

- Review and maintain the curriculum framework for the department at KS4
- Liaise with Head of Department over proposed course changes
- Provide training and support for staff teams in the context of curriculum change or development
- Provide training and support for staff teams in lesson and curriculum planning
- Ensure all unit overviews are clear and use the consistent to provide an appropriate framework for the design of outstanding lessons
- Ensure that there are schemes of work for each of the three differentiated pathways within the curriculum
- Ensure that the lesson power-points and other teaching and learning resources are available on the school's VLE in the consistent format (including differentiated learning outcomes, lesson prep and consistent visual clues for AFL etc.)
- Ensure the school's VLE is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour

All staff are confident and consistent in the delivery of good and outstanding lessons in Years 9, 10 and 11 classes

- Support the Head of Department to ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams
- Ensure good practice guidance/exemplars in relation to teaching and learning are shared
- Develop a culture of sharing best practice in teaching and learning
- Support the Head of Department in the programme of lesson observations (including department lesson looks /paired observations and performance management observations)
- Support the Head of Department in auditing the quality of delivery via work scrutiny, formal and informal reviews
- Contribute to the training programmes for staff as appropriate (department level and Whole School)

Behaviour

Student conduct and learning behaviour within the department is uniformly outstanding in Years 9, 10 and 11

- Agree department behaviour policy (in line with whole school policy) and ensure it is consistently used
- Support classroom teachers in enforcing behaviour rules
- Ensure Whole School policy on lesson prep and homework is consistently and effectively used
- Monitor students' learning conduct and behaviour as a measure of their engagement with science

Leadership

There is a clear vision for the enjoyment and application of science in Years 9, 10 and 11

- Undertake performance management of 1-2 members of the department ensuring performance targets are appropriately set and monitored.
- Provide additional support for staff who are at risk of underperformance
- Report at department meetings about operational aspects of the courses and keep the department informed about forthcoming assessments and events.
- Provide coaching support to BTs, NQTs and School Direct candidates as directed by Head of Science.
- Support Head of Science in taking forward formal staffing procedures as required

Other

All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips and visits or support activities).

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.

Key measures of success

- 75% of students on target in internal /external assessments
- Internal VA measures
- Performance management is outstanding
- Quarterly analyses is completed

Person specification

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • University Graduate with a good degree in your subject • Qualified Teacher Status • A passion for Teaching and Learning • You must be able to teach all sciences up to GCSE • Successful experience as an Science teacher • A proven record of success in raising standards • Experience of curriculum development and monitoring delivery at Middle Leadership and whole school level • Experience of the use of student results analysis outcomes to inform practice and target improvement • Experience of curriculum design • Successful experience of managing change • Successful experience of team leadership and management of staff • Knowledge of the requirements of the National Curriculum and KS3/4/5 courses • An understanding of recent curriculum and teaching/learning developments • An ability to develop effective curriculum resources in your subject to meet the needs of the full ability range • An understanding of the strategies required to motivate and enthuse all students across the age and ability range to progress in your subject as part of a whole school approach to raising achievement. • An understanding of the processes and techniques required to assess record and report students' learning effectively • A commitment to the principles and practices of Assessment for Learning • A commitment to developing Literacy and ICT in your subject • An ability to use ICT programmes and packages to promote learning • An understanding of the role of your subject within the wider curriculum 	<ul style="list-style-type: none"> • Evidence of further professional development • An understanding of the importance of, and a willingness to participate in, extra-curricular activities.
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to and ability to articulate and model the values of the Twyford Trust • A firm approach to discipline, and good classroom management skills • An ability to work within, lead and motivate a team • An ability to generate enthusiasm for your subject 	

	<ul style="list-style-type: none"> • Committed to the highest standards in all areas of school life (behaviour, academic, enrichment) • Strong grasp of contemporary educational issues • A proven team worker with a very strong commitment to collaboration • Has outstanding communication and interpersonal skills • Able to set challenging and achievable targets and ensure their delivery • Good time management/ able to multi task • Willing to contribute to the rich life of the school, including its extra-curricular offer • Clarity of vision/strategic thinker 	
--	---	--

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB. For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.