

# JOB DESCRIPTION

<b>School:</b>	The FitzWimarc School
<b>Job Title:</b>	Science Key Stage Three Co-ordinator
<b>Responsible to:</b>	Assistant Head – Curriculum/Head of department
<b>Duties:</b>	The School Teachers' Pay and Conditions Document (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
<b>Allowance Attached to the Post</b>	TLR 2C
<b>Post Holder:</b>	

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## TEACHER AND TUTOR

To fulfil the roles of teacher and tutor as described in the generic job descriptions.

## ADDITIONAL RESPONSIBILITIES AS KS3 CO-ORDINATOR

***It is the expectation of the school that all teachers in receipt of TLRs are able to meet the TDA National Standards for Subject Leaders***

In close liaison with the head of department, the Key Stage Three Co-ordinator is responsible for the leadership and management of Key Stage Three Science, assisting in the development of staff and ensuring that pupils' needs are met. S/he will take charge of Schemes of Work in KS3 such that: they have continuity and progression in pupils' knowledge, skills and understanding; meet statutory requirements and are differentiated to take account of pupils' needs.

1. To lead the curriculum development and resourcing of Key Stage Three ensuring that provision is monitored and evaluated.
2. To evaluate, edit and revise KS3 Schemes of Work in the light of experience, new demands, local and central, and altered approaches to the teaching of GCSE.
3. To assist the Head of Department in setting out policy, ensuring the strategic direction and development of the subject and developing, in particular, the Key Stage Three section of the syllabus.
4. To assist the Head of Department in ensuring that pupils are prepared effectively for GCSE (*and other assessments/competitions*) and to confer with staff in organising assessment activities in KS3.
5. To ensure that departmental records for Key Stage Three are maintained and to ensure the necessary resources are available.
6. To use data to inform planning and to evaluate examination results.
7. To keep the department up to date with Key Stage Three arrangements.
8. To keep abreast of developments in teaching and learning in Science, reporting these to the Head of Department.
9. To organise any key events and extra curricular activities that promote the subject in KS3.
10. In consultation with the Head of Department to organise the setting procedures for Key Stage Three.
11. To organise and ensure controlled assessment is in place and closely monitored.
12. To oversee lessons covered by cover supervisors, supply staff or colleagues from other departments in KS3 including the beginning of lessons and setting work if necessary.

13. To ensure that the working environment of the department is conducive to learning and that KS3 display is maintained.
14. To organise and oversee the KS3 contribution to Open Evenings and similar events.
15. To liaise with the Key Stage Four Co-ordinator in order to assist in the future setting of pupils in year 9.
16. To oversee report writing and statement banks in KS3.
17. To ensure that year/mock/early entry marks are collected and collated and to recommend attainment grades for KS3 reports as appropriate.
18. To chair meetings and arrange set movements in KS3.
19. To assist in the induction of new pupils into KS3 ensuring that they are placed in a suitable set.
20. To work with the Head of Year Seven/Primary Co-Ordinator and Assistant Head (Curriculum) in ensuring effective cross-phase continuity and progression and the transfer of pupil information.
21. To participate in the selection of new staff.
22. To ensure effective communication within the key stage and across the department.
23. To assist in performance management and the professional development of colleagues including induction arrangements for new staff.
24. To undertake lesson observations and other monitoring activities as part of the department's self-evaluation.
25. To support, guide and motivate team members including associate staff.
26. To share responsibility for attending cross-curricular team meetings i.e. SEN.

**GENERAL**

- To take reasonable care of department resources and to account for any equipment used.
- To attend department meetings and assist in planning and evaluation.
- To set cover work when on known leave of absence and to seek to when ill.
- To report anything which could endanger or threaten the health and safety of pupils or staff to the Head of Department and comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, professional development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 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.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

**And .....(Headteacher)**

**Date .....**