

CHASE HIGH SCHOOL

JOB DESCRIPTION

SCIENCE KS3 CO-ORDINATOR

Responsible to: Subject Leader for Science

Salary: Teachers Main or Upper Scale + TLR 2a

Overall purpose of the Job

To be responsible for student progress at Key Stage 3 within Science.

Key Areas of Responsibility

- Support the Subject Leader for Science with the development of the subject in the curriculum
- Responsibility for Key Stage 3.

Duties

- The Teachers' Pay and Conditions Document specifies the general professional duties of qualified teachers. In addition, the following duties are applicable to this post.

General Responsibilities

- Support the Head of Science and Second in Department in raising student attainment and achievement.
- To mentor department staff and be a lead practitioner in the Science Department.
- Ensure the development of Science across the school by identifying, planning and implementing strategies to support students' improvement within other subjects.
- Ensure that leadership is sustained when the Subject Leader is not available.

Specific Responsibilities

- To monitor KS3 teaching and learning.
- To manage interventions within KS3.
- Lead staff training on KS3 initiatives.
- To actively monitor and respond to curriculum developments and initiatives within KS3 at regional, national and local levels.
- To assist in the development of KS3 Scheme of Work.

Line Management

As identified in the school's line management structure.

Performance Management

Identified in the school's Performance Management Policy.

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PERSON SPECIFICATION: Science KS3 Co-ordinator

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Qualified Teacher Status• First degree	<ul style="list-style-type: none">• Higher Degree
EXPERIENCE	<ul style="list-style-type: none">• Teaching or training for teaching in the secondary phase• Excellent record of attendance and punctuality• At least 2 years teaching the subject	<ul style="list-style-type: none">• Evidence of expertise and success in raising student achievement and securing school improvement.
SKILLS	<ul style="list-style-type: none">• Good classroom practitioner.• Excellent written and communication skills.• Good leadership and management skills.• Ability to work to deadlines.• Ability to build effective working relationships	<ul style="list-style-type: none">• Ability to demonstrate imagination and flexibility in working methods and the ability to adjust rapidly to new priorities and developments.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of current secondary issues.	<ul style="list-style-type: none">• Knowledge of specialist schools