



Job Title: KS3 Coordinator

School: Penketh High School

Additional Payment: TLR 2b

Responsible to: SLT Link/Director of Learning

Key Role: To take responsibility for supporting the development and delivery of KS3 curriculum within Science, ensuring pupils achieve their full potential through high standards of teaching and learning.

Leadership

- Lead the pedagogy and methodology of teaching and learning across KS3 to ensure that learning meets the needs of all learners.
- Monitor planning, curriculum coverage and learning outcomes.
- Support a team of professional staff, including teachers and teaching assistants to ensure that they collaborate effectively and deliver teaching and learning of a high quality.
- Provide motivation and drive to ensure pupils are engaged in and enjoying their learning and that their learning needs are met through effective target setting, differentiation, challenge and support, including the able, gifted and talented and those identified as having SEND.
- Monitor student standards and achievement against individual and subject targets.
- Ensure that relevant attainment/achievement targets are met.
- Plan and implement strategies where improvement needs are identified.
- Use regular evaluation to identify relevant subject improvement priorities.
- Define, agree and implement appropriate improvement targets through subject action planning.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Provide Director of Learning with relevant subject performance information.
- Provide opportunities for learning outside school through regular setting and assessment of homework and in enabling access to learning through the school virtual learning environment.
- Contribute to the development of effective behaviour for learning strategies and to lead the implementation of these within the Department. Ensure effective monitoring of student behaviour and application of the learning strategies.

Performance Management



- Contribute to effective performance management systems in the school and ensure that the Department supports these through development planning.
- Contribute to the school ethos of sharing best practice and developing open and collaborative working within the team and across the affiliated subject clusters.
- Ensure standards are properly monitored and evaluated through the school's agreed processes of self-evaluation, lesson observation, monitoring teacher planning and pupil work and setting and reviewing objectives.
- Use comparative data to aid analysis of performance of teachers and pupils to aid discussions with the Director of Learning.
- Monitor and evaluate the contribution and impact of other staff to school improvement within the subject area.
- Ensure effective Continuing Professional Development is provided to reflect school, departmental and individual objectives.
- Contribute to the selection, deployment and organisation of staff to achieve department and whole school improvement objectives.

School Level

- Support school ethos and policies in planning and delivery of courses.
- Contribute to the development of school policy [e.g. spiritual, moral, social and cultural development of pupils].
- Represent the Department at regular school meetings involving leaders and with external agencies and ensure effective communication of the outcomes to members of the team.
- Attend and report to stakeholders, including the Governing Body and parents, regarding departmental and pupil performance.
- Model the Professional Standards of QTS/Post Threshold teachers, as appropriate.
- Maintain personal expertise and share this with other teachers.
- Act as a role model of good learning and teaching practice for other teachers, modelling effective strategies with them.

Pupil Outcomes

- Pupil attitudes to and engagement in learning within the curriculum area.
- To celebrate and encourage the achievements of the students.

Resources

- Develop a learning environment that engages learners and enables both enjoyment in learning and high performance.
- Manage the departmental budget and identify suitable resources.
- Ensure 'best value' in effective deployment of resources.



- Seek and secure additional funding through bids.
- Ensure a safe learning environment.
- Carry out Health and Safety Risk Assessments and report concerns to the School Operations Manager.

General

- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
- To perform supervisory duties in accordance with published rotas
- Ensure child protection and safeguarding responsibilities are met.
- Undertake the duties of teachers as outlined in the School Teachers Pay and Conditions Document.
- To follow procedures of school policies/Staff Handbook.