

Job Description

KS4 Co-ordinator of Science – Chemistry Specialist

Purpose	- To be the school's lead professional for the department, ensuring high attainment through the selection, delivery and assessment of the most appropriate curriculum for each student. - To promote Swanlea Values
Reporting To	Head of Faculty
Responsible For	All department members
Salary/Grade	TLR 2b
Disclosure	Enhanced
MAIN DUTIES	
Strategic Planning/ Operational	- To implement all school policies, procedures and relevant practices within the curriculum area, in particular those relating to Health & Safety of staff, students and visitors. - To ensure that risk assessments and Health & Safety practices throughout the department comply with national requirements and are continually updated. - To lead the development of appropriate syllabuses, resources, schemes of learning, feedback and assessment policies, learning and teaching strategies within the department. - The day to day leadership, management, control and operation of course provision within the department, including effective deployment of staff and physical resources. - To organise and co-ordinate the deployment of learning resources, including information and communications technology and monitor their effectiveness. - To actively monitor and track student progress and devise strategies to address underachievement. - To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and whole school priorities identified in the school operational plan. - To oversee the development of effective subject links with partner schools and the community. - To oversee the development of effective links with external organisations.
Curriculum	- To ensure curriculum mastery, continuity and progression within the department for all students. - To ensure that intervention strategies to raise attainment and achievement are implemented and evaluated. - To lead curriculum development for the department. - To keep up to date with national development in the curriculum area, teaching practice and methodology. - To liaise with the Examinations Officer to maintain accreditation with relevant examination and validating bodies. - To ensure the school's behaviour management systems, including rewards and sanctions are implemented consistently in the department so that effective learning can take place.

Staff Recruitment & Development	- To demonstrate the ability to lead, motivate and get the best out of others. - To undertake performance reviews as required by the school policy and use the process to develop the personal and professional effectiveness of the teacher. - To ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Careers Entry Profiles and standards for induction. - To make appropriate arrangements for classes when teaching staff are absent. - To ensure that department staff are deployed effectively. - To promote teamwork and to motivate staff to ensure effective working relationships. - To participate in the school's enrichment and entitlement programmes as required.
Performance & Standards	- To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods. - To implement the policies and practices for assessing, recording and reporting on students' attainment and achievement to ensure that prior attainment data is used by staff to assist students in setting targets for further improvement. - To analyse and evaluate the progress made in achieving department development plans and targets. - To ensure effective communication with parents/carers to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets. - To develop effective links with partner schools, further and higher education institutions, examination boards, awarding bodies and other relevant external organisations. - To provide the Governing Body with relevant information relating to the department's performance and development.
Pastoral	- To act as a form tutor and carry out the duties associated with that role. - To contribute to PSHEE, SMSC and Swansea Values according to school policy.
Teaching	- To teach your specialist subject across key stages 3-5. - To have high expectations of all students, respecting their social, cultural, linguistic, religious and ethnic backgrounds and to be committed to raising their educational achievement. - To demonstrate and promote Swansea Values. - To record students' progress and achievements systematically in order to provide evidence of the range of their work, progress and attainment over time. - To use the above to help students review their own progress and to inform teacher planning.
Additional/Other Specific Duties	- To play a full part in the life of the school community, to support the aims and ethos of the school. - To contribute to the enrichment programme. - To attend all relevant parents'/carers' meetings. - To continue professional development. - To undertake any other duties as specified by the STPCB not mentioned in the above. - To ensure that all visitors conform to the ethos of Swansea School and follow school procedures.
Management of Resources	To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. - Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. - Employees are expected to present themselves and to act in a professional manner at all times. - The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.	

Person Specification

Qualifications	Essential	Desirable
Qualified teacher status	✓	
Good honours degree in Chemistry or related subject	✓	
Accredited or certified further CPL (Continuous Professional Learning) or training		✓
Higher degree		✓
Experience		
Evidence of outstanding learning & teaching skills, leading to consistently high standards of student achievement	✓	
Evidence of a proven track record of delivering excellent student progress and outcomes across KS3 to KS5	✓	
Evidence of taking responsibility for own professional development	✓	
Evidence of leading other professionals as part of a team	✓	
Knowledge of current developments in learning and teaching	✓	
Experience of personal involvement in the wider curriculum		✓
Experience of leading a whole school initiative		✓
Knowledge/Skills (ability to)	Essential	Desirable
Develop a broad and imaginative range of learning and teaching skills within the team	✓	
Lead, manage and develop a high performing team	✓	
A deep commitment to inclusion, equality of opportunity and working with disadvantaged young people.	✓	
High level communication and presentation skills applicable to a range of audiences	✓	
Think creatively and imaginatively to solve challenges and identify priorities within the department	✓	
Make effective use of assessment information and data to raise achievement	✓	
Ability to anticipate problems, create solutions and identify opportunities	✓	
Ability to manage resources available to the department including funding and human resources	✓	
Personal Attributes		
Commitment to the highest standards of child protection	✓	
An enthusiasm and a deep commitment to promoting Swansea School Values.	✓	
Commitment to continuing professional development activities	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers	✓	
Enthusiasm for your specialist subject and a desire to communicate that to others	✓	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' philosophy	✓	
Ability to prioritise, plan, organise and evaluate the work of the department and that of students	✓	
The ability to work with resilience under pressure and meet deadlines	✓	

Signed: _____ Date: _____