



# South Tyneside Council



## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Science Co-ordinator (Bamburgh School)

**GRADE:** MPS + TLR2a + SEN Allowance

**RESPONSIBLE TO:** Head Teacher

#### Overall Objectives of the Post:

To take responsibility for the leadership of science throughout school.

- To lead and manage on all learning and teaching programmes related to science.
- To have overall responsibility for improving the outcomes for children in science.
- To carry out the contractual duties as laid down in the current School Teachers' Pay and Conditions Document.

#### Key Tasks of the Post:

**1. *To provide leadership and direction in the teaching and learning of science. You will:***

- Lead and monitor science by working alongside colleagues, carrying out work scrutiny, observation of teaching and monitoring of planning.
- Work with the Primary Lead, SMT and subject co-ordinators to lead the development of teaching and learning across the school.
- Analyse pupil progress and respond appropriately.
- Work with support staff to ensure that their skills/role is linked to pupil progress.
- Ensure that appropriate curriculum materials are available to all teaching and classroom support staff.
- Monitor the implementation of the science curriculum.
- Work with the Senior Management Team to set targets, monitor progress and contribute to the School Development Plan.

**2. *As Subject Co-ordinator:***

- Provide a clear direction for all the work and development of the agreed subject area/s within the context of the overall activities of the school, promoting high standards through personal involvement.
- Oversee, monitor and evaluate the effectiveness of teaching and learning.
- Identify appropriate priorities and targets, take necessary action and review and evaluate progress towards them.
- Keep the Senior Management Team informed of progress and issues arising.

- Lead the training and staff development within your subject area, across key stages, to ensure correct and most appropriate delivery of the training.
- Monitor the impact of staff CPD.

### **3. *Teaching and Learning***

- Be a role model of outstanding classroom management and teaching.
- Promote self-discipline and good behaviour at all times, in accordance with school policies.
- Support the Head Teacher and Senior Team in the monitoring of the quality of teaching and learning, including the analysis of performance data.

### **4. *Learning and Managing Staff***

- Support the Head Teacher in developing positive working relationships with and between all pupils and staff.
- Support the performance management process as required.

### **5. *General***

- Take on specific tasks related to the day to day administration and organisation of the school.
- Take on any additional responsibilities which might from time to time be determined.
- Take some responsibility for the pastoral care of pupils.
- Support the Head Teacher in developing links with parents.

### **6. *All employees have a responsibility***

- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues.
- For their own and others' health and safety, and for adhering to guidelines for the safeguarding of children.
- To be an ambassador for the School.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PN/KDS

Date: 26/09/2019