



**Innovate | Focus | Achieve**

## **JOB DESCRIPTION**

### **SCIENCE FACULTY COORDINATOR**

#### **Statement of Purpose**

Our aim is to encourage all students to take advantage of the opportunities offered by the school to attain their full potential in all areas of school life – the academic, the social, the physical and the personal – so that they are ready both to play a productive part in a democratic society and to move forward to the next stage of education, training or career with confidence, as young people of responsibility and judgement.

#### **The Aims of the School**

- a To help each student to develop and realise his or her potential as fully as possible.
- b To help students form and maintain a positive self-image.
- c To allow as much scope as possible for the students' own curiosity and enthusiasm to be the basis of learning.
- d To encourage an awareness and understanding of the society in which the students live.
- e To care for, and support, students as developing adolescents.
- f To encourage students to develop an interest in, and enjoyment of, leisure activities, and to be part of the community.
- g To prepare students for life after school.
- h To provide an environment with a positive atmosphere in which students can learn.
- i To prepare students for external examinations.

#### **General**

This post supports the school in its continued drive towards providing excellent teaching, learning and outcomes for our students.

The school philosophy supports the principle of inclusive education providing a broad and balanced curriculum and effective learning opportunities for all students. The entitlement of all children to learn, to make progress and to experience success is central to our work. This entitlement involves individual learning needs being recognised and realised and thereby maximising potential. The role plays a major part in the realisation of our aim of academic excellence.

A thorough understanding of the priorities, aims and objectives of the school is absolutely necessary. At Baldon all staff have both a pastoral and academic role. The organisation and leadership required will include the skills necessary to communicate effectively as a team member.

It is essential that the school works consistently towards agreed goals within our School Improvement Plan in order to raise standards of achievement. This role will support the work of the Senior Leadership Team.

Post Title: Science Faculty Coordinator

Salary Scale: TLR 2c

Responsible to: Head Teacher, Deputy Head Teacher and Senior Staff.

The particular duties and responsibilities set out in this job description are to be carried out in accordance with the professional duties of a teacher as provided for in the School Teachers' Pay and Conditions document as amended from time to time.

In addition you are required to support the Leadership and Management of the faculty for which you are being paid a Teaching and Learning Allowance.

The duties outlined below relate specifically to the Head of Faculty. The actual specific responsibilities for the post will be agreed between yourself and the Head of Faculty. This will recognise your strengths and professional development.

### **School Leadership**

To contribute to the ongoing improvement, development and well-being of the school by supervision of students, guidance of teachers, advice and contributor to committees, working parties, Head Teacher, other senior staff, Governors and external agencies including Ofsted.

### **Leadership and Coordination of Faculty Coordinator**

Responsible for the work of all staff in the above faculty. This includes lesson preparation, delivery and assessment of student performance, monitoring and evaluation within the faculty.  
Induction of staff, guidance and advice.

Organising and chairing regular faculty meetings according to the school calendar. This includes production of agendas and arranging notes to be taken of all meetings.  
Representing the views of the faculty to a variety of audiences including governors, senior staff meetings and external bodies.

Supporting staff to keep abreast of recent developments in the subject areas within the faculty.  
Lead on standards and student outcomes at all levels within the faculty.

Secure and sustain outstanding teaching of the subjects within the faculty.

Evaluate the quality of teaching and standards of student achievement and set targets for improvement.

Assisting in the professional development of the teachers in the faculty through in service training and other appropriate advice and guidance.

Discussing with staff the distribution of classes and the timetabling arrangements for the faculty and explaining same to the timetable team in school.

Advising the Head Teacher about staff recruitment within the faculty.

Attending regular meetings with senior staff.

Lead faculty self-review and monitoring processes throughout the year.

To liaise with parents to congratulate students and/or deal with behaviour/curriculum issues within the faculty.

To create annual faculty improvement documents which reflect whole school priorities, implement and monitor same.

To present as a positive role model for all members of the Boldon School community.

Have a knowledge and understanding of the Professional Standards for Teachers

### **Faculty Staff Responsibilities**

In consultation with senior staff to devise a suitable responsibility structure with the faculty; amending individual job descriptions as required. The Faculty Leader will also assist with the creation of suitable person specifications and job descriptions for vacancies within the faculty.

### **Curriculum Content**

To lead curriculum planning for all courses (KS3, 4 & 5) delivered within the faculty. This includes investigation new courses, presenting these to senior staff and implementing changes as required by statutory legislation and ongoing examination board developments. The faculty Leader will deliver presentations about their subject areas to appropriate audiences including assemblies and parent option events.

### **Teaching**

To plan, prepare and deliver courses and lessons taking account of student needs. The Faculty Coordinator will teach 20 lessons each week. To assess, record and report on the development, progress and attainment of all students in your charge.

### **Assessment, Progress and Data**

To lead assessment within your faculty in terms of oversight of all faculty assessment and recording procedures. This will include providing appropriate analyses of student data to varying audiences; ensuring all staff provide accurate timely assessments of student progress; using progress data to celebrate achievement and challenge underperformance and ensuring all faculty data is accurate and fit for purpose. To ensure that the quality of all lessons, the use of assessment and homework set are of the highest standard.

### **Liaison**

To work with other faculties within the school to promote cross subject activities. To link with feeder schools to facilitate programmes for primary children.

### **Budget and Stock Control**

To maintain accurate stock records of all equipment etc. within the faculty. To provide Business Manager with accurate budget requests and other financial information as required.

### **Accommodation, Facilities and Health and Safety**

To oversee the management of accommodation and equipment provided in the faculty and ensure it is treated with respect. To ensure all staff and students follow appropriate health and safety guidelines and to report relevant matters to Mitie. To ensure that risk assessments are in place according to national guidelines. To take delegated responsibility for the implementation of Health and Safety Policies.

### **Student Behaviour**

To oversee effective student behaviour management strategies within the faculty in line with the school policy and to celebrate student achievement at every possible opportunity. To monitor student attendance and punctuality at lessons within the faculty and respond appropriately.

### **Resources for Cover Staff**

To oversee the development and provision of appropriate resources to be used by supply/cover staff.

### **School Policies**

To adhere to all school policies and to work with colleagues to create policies that directly affect the Faculty.

### **Information and Reporting**

To provide information to parents/carers, students, colleagues and other relevant parties about the work of the Faculty and the progress of students within the subject areas.

To lead the faculty on the reporting of student progress to parents/carers ensuring deadlines are met and that reports are of a high quality and contain useful information regarding student progress and ways to improve.

### **Student Support**

To oversee a programme of student support which includes revision opportunities and out of school experiences.

### **Appraisal**

To participate in the school appraisal procedures as outlined in the policy.

### **Training and Development**

In the case of new colleagues and those serving induction periods, organise appropriate training and support and participate at necessary.

### **Meetings**

To attend meetings as required. These will focus on curriculum developments, general school issues, pastoral matters or other administrative issues.

### **Other Duties**

The faculty Leader will be a personal tutor within a team of tutors. The Faculty leader will also contribute to the school duty teams. The successful candidate will contribute towards the annual School 'Activities Week' in June by leading/assisting with an activity.



## Person Specification

### Science Faculty Coordinator MPS + TLR 2c

We shall be looking for applicants who can fulfil the following criteria

Criteria	Essential	Desirable	How Assessed
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• QTS Status</li> <li>• Qualified to degree standard or its equivalent</li> <li>• Evidence of a continuous and appropriate professional development</li> <li>• Post holder will require a current enhanced DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of preparation for promotion to a position of middle leadership responsibility</li> <li>• Evidence of curriculum development</li> </ul>	Application Form, Letter
Experience	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner within the secondary phase</li> <li>• Evidence of experience of working in a curriculum team</li> <li>• Evidence of a significant wider professional contribution to school life</li> </ul>	<ul style="list-style-type: none"> <li>• Post 16 teaching experience</li> </ul>	Application Form, Letter
Philosophy and vision	<ul style="list-style-type: none"> <li>• Identification with our school's stated aims</li> <li>• To fully support the vision and direction of the Head Teacher and Governors of the school at all times</li> <li>• Total commitment to the provision of outstanding quality teaching and learning as an entitlement for all students.</li> <li>• Clearly articulated educational and leadership philosophy, that understands the development of the whole child</li> </ul>		Letter Interview
Teaching and Learning	<ul style="list-style-type: none"> <li>• Commitment to continually raising standards of achievement</li> <li>• To fully support the vision and direction of the Head Teacher and Governors of the school at all times</li> <li>• Committed to ensuring 'no child is left behind'</li> <li>• Ability to utilise a wide range of teaching strategies</li> <li>• Ability to create an effective, safe learning environment for all students.</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in CPD about teaching and learning strategies</li> <li>• Knowledge of a variety of assessment methods</li> </ul>	Lesson observation
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• A broad knowledge of current developments and educational leadership in general</li> <li>• An awareness of government legislation and the opportunities provided in schools related to curricular provision</li> <li>• An understanding and commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of appraisal procedures</li> </ul>	Interview

	<ul style="list-style-type: none"> <li>● The ability to secure student outcomes supported by the ability to analyse and interpret data effectively leading to appropriate intervention</li> <li>● A working understanding of the inspection framework and its implications for school leadership</li> </ul>		
Personal qualities and skills	<ul style="list-style-type: none"> <li>● Dynamic and highly motivated and with real enthusiasm for teaching and learning</li> <li>● Resilience, flexibility and the ability to cope with the pressures associated with a managerial position</li> <li>● The ability to coordinate and lead staff as well as be a team member</li> <li>● Excellent interpersonal skills</li> <li>● An effective communicator</li> <li>● The ability to motivate, inspire and support both students and staff</li> <li>● The ability to meet deadlines and to see a job through to its conclusion</li> <li>● The ability to build working partnerships with parents</li> <li>● Integrity; honesty; energy and good humour</li> <li>● Evidence of outstanding professional relationships with students</li> <li>● Competent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>● Out of school interests which preserve the home-school balance in a demanding job</li> <li>● An interest and commitment to the wider school community</li> <li>● Potential for future promotion</li> <li>● Charismatic – having a presence around the school</li> </ul>	Application Form, Letter Interview