



KING EDWARD VI
SCHOOL LICHFIELD

Job Description – Second in Science – Key Stage 3 Co-ordinator TLR2.2

Line Manager

Head of Science

The job description which follows recognises that the core purpose of the role of the Second in Science is to support the Head of Science in providing professional leadership and strategic direction for the teaching and learning of Science throughout the school in order to secure:

- ◆ high quality teaching and learning for all
- ◆ high standards of achievement for all students
- ◆ the efficient and effective deployment of staff and resources

In addition to the responsibilities set out in the national teaching standards the specific responsibilities for the role of Second in Science are as follows:

Responsibilities and tasks

Strategic Leadership

- To keep abreast of developments in the teaching, learning and assessment of Science and to share and support other members of the Department to do the same.
- To support the Head of Science in developing a strategic vision for the Department.
- To attend or convene meetings as are required; these will include, for example, subject meetings, exam review meetings or meetings with the Critical Friend to the Department.
- To work with the Head of Science to ensure that all statutory elements and agreed school approaches to learning and assessment are embedded into programmes of study. Co-ordinate and contribute to the updating of schemes of work within the Department as necessary and oversee their implementation.
- To work with the Head of Science to formulate, implement and evaluate departmental policies in line with school policies and to update these as necessary.
- To work with the Head of Science and other co-ordinators to formulate departmental policies in line with school policies and to update these as necessary. To work with the Head of Science to assess the effectiveness of Departmental teaching and learning strategies in achieving pupil progress via the use of agreed Quality Assurance systems and practices.
- To work alongside the Head of Science to formulate the Team Development Plan for the Department and to review this regularly.
- To provide professional leadership and strategic direction for the teaching and learning across Science, with the support of Post Holders and the Head of Science.

Teaching and Learning

- To work with the Head of Department and other subject coordinators to ensure that departmental schemes of work at all key stages are relevant, effective, engaging and promote collaborative working.
- To model good practice in teaching, learning and assessment; working with the Head of Department and other members of the team to share good practice and carry out agreed Quality Assurance activities.
- To work with the Head of Department to ensure that strategies for the effective use of data and target-setting within the Department are consistently applied and reviewed as necessary.

- To work with the Head of Department to ensure the tracking and monitoring of all students including key groups to secure strong progress for the Science element of statutory performance indicators.
- To ensure that reporting and feedback within the Department are supporting students to progress.
- To work with the Head of Department to maintain an overview of all internal and external examinations, examination entries and to ensure that the Department are able to support students in preparing for them.
- To monitor and intervene where necessary with student behaviour within the Department.
- To plan opportunities for students to develop their understanding by exploiting opportunities for learning outside the classroom.
- To develop strong and positive relationships between parents and the school to promote students' learning in a spirit of partnership, providing information to parents about targets, achievements, and progress.
- To ensure that there is a safe working environment in which risks are properly assessed.
- To ensure cover work is set when members of the Department are absent due to illness.
- To deputise for the Head of Science in the event of their absence.

Personnel Leadership

- To work with the Head of Department to lead, manage and support the team who teach Key Stage 3 and provide support across the Science Department.
- To help colleagues to achieve constructive working relationships with students and with their parents.
- To play an active role in departmental staff professional development, including Appraisal.
- To work with the Head of Department to ensure that all staff teaching in the Department are actively involved in curriculum development and raising achievement.
- To ensure cover work is set when members of the Department are absent due to illness.