



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

**JOB DESCRIPTION Department:** Science

**Job Title:** Science Key Stage 3 Co-ordinator

**Responsible to:** Head of Science

## **Job Description**

- To raise relentlessly standards in KS3 Science.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Science in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher.
- To act as a leader for all KS3 pupils, and assist with KS2 transition to the School.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within Science and as a Form tutor.
- To teach Science across the full range of age and ability, following departmental schemes of work and the National Curriculum;
- To contribute to the development of departmental schemes of work and assessment;
- To set and mark homework according to school and departmental policies;
- To integrate the development of key skills (numeracy, literacy and into their teaching;
- To monitor and assess students according to departmental and whole school policies;
- To contribute to departmental meetings;
- To maintain a safe and attractive learning environment;
- To foster business and community links
- To assist the Head of Department in monitoring and maximising teaching and learning across the Key Stage.
- To provide efficient administration, organisation and resource management for Key Stage 3.
- To oversee assessment, recording and reporting for Key Stage 3.

## **Equal opportunities statement**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## **Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

## **Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.



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This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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Signed \_\_\_\_\_  
Postholder (PRINT NAME & SIGN)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Headteacher

Date \_\_\_\_\_