

Job Description

Effective Date:

DESCRIPTION	Key Stage 3 Coordinator of Computer Science
POSTHOLDER:	
MAIN PURPOSE OF JOB To lead, manage, develop, and be accountable for the curriculum at a Key Stage in order to ensure the highest possible standards of student achievement, personal development and well-being.	
POSITION IN ORGANISATION The post holder is accountable to the Curriculum Leader. Direct line management of the curriculum area is carried out by a member of the school's SLT.	
MAIN ACCOUNTABILITIES <ul style="list-style-type: none">• The strategic direction and development of the subject/key stage area.• Teaching and Learning - to contribute to the development and implementation of effective teaching and learning strategies, including ICT-based developments.• Support the Curriculum Leader in leading and managing staff including monitoring of teaching and learning, student progress and standards of achievement and performance management of staff.• Support the Curriculum Leader in the efficient and effective deployment of staff and resources.• Co-ordination and development of the curriculum for Years 7, 8 and 9, including management of resources and assessment arrangements and extra-curricular activities.• To deputise for the Curriculum Leader as required.• Management of all Key Stage 3 resources, including the development of schemes of work for each year group.• Research into new developments within Key Stage 3: investigating and piloting new initiatives in resources, class texts and teaching strategies.• To ensure effective behaviour management systems are in place in line with wider school policies.• To operate as part of the Computer Science Team and attend all relevant meetings.• To contribute, in a wider school capacity, to areas affecting the development of KS3 provision within Computer Science as required.• To ensure effective monitoring and communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise.• To liaise with any outside agencies who are working with Key stage 3 students as appropriate.• To enhance the development of a personalised learning culture.• Additional duties as requested by the Curriculum Leader.• Provide information for external agencies.• To operate at all times within the school's Equal Opportunities framework.• To take responsibility for knowledge of the school's safeguarding and child protection policies and procedures, and demonstrate commitment to promoting and safeguarding the welfare of children and young people in line with these.	
The duties outlined above are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.	

Signed:

Date:

Person Specification

KS3 – Subject Coordinator

	Essential	Desirable
Qualifications	✓	✓
<ul style="list-style-type: none"> ▪ Qualified teacher status in the UK (or recognised overseas equivalent) ▪ Evidence of further qualifications 		
Knowledge and Skills	✓	✓
<ul style="list-style-type: none"> ▪ Successful classroom teacher ▪ Ability to teach to Advanced Level ▪ Successful Ofsted experience ▪ Successful experience of holding additional responsibility ▪ Knowledge of the National Curriculum and appropriate strategies for students to achieve success as relevant to this post ▪ Excellent time management and organisational skills ▪ Excellent interpersonal and communication skills, both written and spoken ▪ Ability to work independently, take initiative and manage change ▪ Competent ICT skills ▪ Understanding of school data systems 	✓	✓
Experience	✓	✓
<ul style="list-style-type: none"> ▪ Experience of working in a secondary setting ▪ Experience of successful collaboration with colleagues ▪ Experience of delivering INSET and training ▪ Experience of managing a budget ▪ Involvement in targeted intervention work to raise attainment 	✓	✓
Personal Qualities	✓	✓
<ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the professional role ▪ The ability to manage and motivate others to perform and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure 	✓	✓