

## Job Description

**Job Title: KS4Trilogy and Alternative Pathways Coordinator**

**Grade / Salary: TLR 2b**

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### Main Objectives

- To support the Co-Headteachers in implementing the School Improvement Plan.
- Support the Head of Science in implementing the Department development plan
- Line management of members of the science department
- Co-ordinate the running of KS4 Combined science awards
- Co-ordinate the running of KS4 science provisions for pupils taking an alternative pathway, for example entry level or single science awards.

### Management Responsibilities

- To support the Head of Department in the implementation of department priorities.
- To contribute to meetings as required and lead on areas relating to your specific areas of responsibility
- To support the effective use of the Department's resources, including budget allocations, requisitions and records.
- To support the proper maintenance of the materials and fabric of the department
- To help organise displays within classrooms and for parents' evenings.
- To be aware of developments relevant to your department and areas of responsibility
- To be responsible for the appraisal of member(s) of your department as agreed with the Head of Department and Department line manager
- To make sure the department is represented at school meetings and that information is fed back to department members in the absence of the Head of Department

### Curriculum

- To teach science at KS3 and KS4 across the ability range
- To teach specialism at KS4 and KS5 with possible Oxbridge work
- To be aware of national changes to accountability measures and examinations.
- To prepare and deliver the taught curriculum in accordance with schemes of work and the timetable
- To lead on the development of teaching schemes, methods and resources
- To stimulate interest in science in the widest sense
- To promote the aims of the science department.

### Assessment

- To differentiate the teaching, target setting and assessment of students in accordance with their abilities and / or the level of the set
- To prepare and mark class work and home work for students
- To carry out assessment and recording procedures as specified by internal and statutory requirements
- To meet the needs of students on the inclusion register in line with Code of Practice/school policy (LINC department) and individual progression

- Build Assessment for Learning (AFL) into Schemes of Work

### **Communications**

- To fulfil the aims of the school and work towards maintaining its ethos
- To participate in relevant directed time meetings and Parents' Evening
- To meet statutory and school policy requirements
- To cover lessons for absent colleagues when required

### **Resources**

- To maintain an appropriate learning environment in any assigned teaching room
- To use and develop ICT as a tool to enhance the teaching and learning
- To be responsible for resources used in lessons, including equipment, worksheets and text books
- To support the development of resources to enhance or supplement text books, within a team committed to sharing good practice
- To comply with Health and Safety procedures

### **Professional Development**

- To be committed to furthering your own professional development and participating in Performance Management and in-service training as necessary to optimise your performance as a teacher

### **Administration**

- To carry out faculty and year team routines as specified in the handbooks and mindful of the importance of teamwork
- To be responsible for carrying out designated school duties

### **Pastoral**

- To participate fully in a College tutor team or Sixth Form Year group and undertake the role of a tutor as required
- To be concerned with the welfare of students in your care
- To participate in whole-school vertical tutoring programme, as required
- To be involved with the delivery of an enrichment programme where relevant

TLR 2017

Signed: \_\_\_\_\_ Date:

Signed: \_\_\_\_\_ Date: