

Job Description for the Post of Course Director – KS5 Science

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head, through the Subject Leader.

Main Purpose of the Job

To support the Head of Department in co-ordinating the work of the Science Department, leading and delegating to secure work of quality in that area of the curriculum.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To lead the development of the Key Stage 5 curriculum schemes of work, resources and assessments. This will include an SOW audit, checking there are suitable resources within the department including practical equipment, internal moderation of KS5 assessments including mock exams, Y13 check ups and end of unit tests.
3. To lead on the intervention strategies for Key Stage 5 students who are under-performing. To keep a record of student performance and track pupil data, organising intervention at appropriate times of the year.
4. To assist the Head of Department in staff development within the department. Organise subject Teaching and Learning sessions as a team regarding units where there is low confidence in teaching and/or lack of experience in teaching and CPAC training.
5. To liaise, as appropriate, with other post holders in the school in the fulfillment of their tasks. To work with the KS4 coordinator in improving KS4 to KS5 transition.
6. To undertake a teaching load and the main tasks as appropriate to all teaching staff.
7. To undertake other duties as required in line with the grade and responsibilities of the post.