

WALBOTTLE CAMPUS

DIRECTORATE:	Education and Libraries
SCHOOL:	Walbottle Campus
POST TITLE:	STEM Coordinator
SCALE:	TLR 2b
RESPONSIBLE TO:	Director of STEM/Science
RESPONSIBLE FOR:	<p>Coordination of STEM initiatives across the whole school under the direction and guidance of the Director of STEM/Science</p> <ul style="list-style-type: none"> • Leading learning: - monitoring the use of data and assessment strategies to measure student progress in STEM across whole school. • Leading teaching: - supporting and developing the teaching practices of others through incorporating STEM across whole school. • Leading curriculum development: - to work with the Director of STEM/Science and Heads of Department to enable reviewing, planning and implementing STEM across whole school. • Leading staff: - support and coach other staff within the Science Department and across whole school.
MAIN DUTIES:	The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key responsibilities:

Leading learning:

- To monitor the quality of STEM [whole school] to identify good practice and to identify areas for development.
- To research and disseminate effective strategies to promote STEM [whole school] and to monitor their effectiveness.
- To work with the Director of STEM/Science to ensure a consistent approach to whole school STEM strategies.
- To support the development of a whole school ethos of high expectation and achievement that reflects whole school STEM policy and principles.
- To use data to inform whole school STEM progress and targets.
- To support and develop the implementation of whole school STEM policies.
- To support the department's response to Inclusion to ensure that STEM learning is inclusive and takes account of the individual needs of all students, ranging from those with learning difficulties to those with special talents.

Leading teaching:

- To maintain high levels of personal subject expertise and national STEM strategies and to act as a model practitioner, CPD deliverer and networker in order to identify and share good practice.
- To lead staff in the use of a wide range of approaches to STEM within teaching of all subject areas.

Leading curriculum development:

- To be an advocate for Science and STEM to play a key role in designing and delivering strategies for the development of STEM [whole school].
- To maintain a continuous quest to seek improvement through STEM design and delivery and to prepare and lead staff through any changes that occur.
- To lead STEM development and delivery for specific aspects of learning (as determined by the Director of Science/STEM).
- To take responsibility for the input into whole school activities and enrichment events.

Leading staff:

- To support and coach staff in the techniques of STEM in order to help develop active learners who are able to take responsibility for their own learning and raise the level of achievement within Science and across school.
- To support new staff, including ITT students, to become happy, valued and valuable members of the department.
- To manage the Appraisal process as required.
- To direct other staff, including learning support assistants as appropriate.
- To support the Director of Science in monitoring the consistent application of whole school policies by staff.

March 2013