



HARRODIAN

JOB DESCRIPTION

Key Stage Subject Co-ordinator

In addition to Teacher duties, this role will involve the following responsibilities:

1. In consultation with the Head of Department and the relevant Head of Studies, to co-ordinate and lead the development of the Key Stage Subject within curriculum guidelines. This will involve assisting with the writing of schemes of work and materials for use by the relevant Key Stage Subject teachers;
2. Demonstrate and support best practice in planning, teaching and assessing the Subject lessons across the relevant Key Stage year groups;
3. Ensure that adequate and appropriate cover work is set in the event of one of the team being absent from School;
4. Manage the assessment and tracking for the Key Stage Subject;
5. Oversee the efficient and effective ordering of all necessary resources and equipment, as relevant, for the Key Stage Subject;
6. Ensure displays, resources, materials and equipment, as relevant, are maintained to a high level;
7. Ensure all deadlines relating to internal examinations are met for the Key Stage Subject;
8. Have an enthusiasm to take on responsibility for the coordination and organisation of activities, including assembly talks, trips and visits, for extracurricular events related to the Key Stage Subject;
9. Improve links between Key Stages by liaising with the relevant section and department Subject teachers to ensure the curriculum is broad and varied, with any crossover content carefully managed;
10. Manage and disseminate the Key Stage Subject resources on the staff shared area/shared Google Drive, as relevant to the department, and to make sure all relevant Section and Department teachers are following the curriculum plan;
11. Establish and maintain a centralised Google Site space, accessible to all students and containing lesson and revision materials, upcoming events such as competitions and trips, plus extended curriculum opportunities;
12. Carry out general duties which may include administrative tasks, consultation with parents, contributions to professional discussions at meetings both within and external to the School and such other duties as the Head of Department, Head of Section, Heads of Year or Headteacher may reasonably request.

Music-specific:

1. Lead and coordinate KS3 musicians for school concerts, showcases and performances, encouraging participation and developing ensemble skills.
2. Strengthen links between KS2 and KS3 by liaising with the Head of Lower School Music to ensure a broad, balanced and well-sequenced curriculum with appropriate progression.
3. Contribute to the wider musical life of the school through performances, collaborations, and whole-school events.

General:

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the school evolve and may be subject to modification at any time after consultation with the post holder.