

**JOB DESCRIPTION**

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| **Post Title:** | English, Key Stage Co-ordinator |
| **Intention** | * Students are encouraged to develop an interest and love of English * Students finish the Key Stage, achieving at least their minimum expected grade * Students are encouraged to continue to study English post 16 |
| **Reporting to:** | Head of English |
| **Responsible for:** | The provision of a full learning experience and support for students |
| **KS** | * Monitor the progress of students including specific cohorts in a Key Stage, including: SEND, Disadvantaged, HPA, MPA, LPA * Lead on and develop SOLs * Lead on and develop Teaching and Learning * Oversee development of curriculum & development of staff * Implement effective interventions for students not making expected progress * Monitor behaviour/attitude and support staff to ensure that students meet high expectations which are expected of them in each lesson * Ensure progress can be monitored through relevant assessments * Set up markbooks on Go4Schools in order to monitor and record data for KS * Ensure Go4Schools presents data in an informative way to parents * Ensure good communication between department and parents * Encourage a love of English through organisation of additional or extra-curricular activities * Support & develop trainee teachers and NQTs |
| **Assessments** | * Assessments to be designed and planned out prior to academic year in order to test understanding of topic(s) studied * Assessments to be designed to be rigorous with standardised materials available and moderation takes place to ensure for consistency and accuracy of data * Ensure consistency with feedback to students and ensure relevant progress tasks are available |
| **Day to day responsibilities** | * Communicate effectively with department * General monitoring of classes through learning walks, conversations with staff & Assessments/Go4Schools * Support staff in delivery of SOL, use department meetings to develop T & L and respond to staff queries * Monitor behaviour at each Key Stage * Support staff and work with pastoral team in dealing with any serious or persistent behaviour issues * Set up and monitor subject reports * Contact parents or respond to parent phone calls or emails |
| **Purpose** | * To support the Head of English and to deputise when and where appropriate * To be accountable for and monitor and support student progress and development within the KS * To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in English in accordance with the aims of the school and the curricular policies * To act as a Subject Leader and be responsible for leading and developing this area and to develop and enhance the teaching practice of others |
| **MAIN (CORE) DUTIES** | |
| **Operational/Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area * The day-to-day management, control and operation of one curriculum management and the learning environment * To assist in monitoring and following up student progress * To assist in the implementation of school Policies and Procedures, for example, Equal Opportunities, Health and Safety, COSHH, Learning Environments, etc. * To work with colleagues to formulate aims and objectives for English which have coherence and relevance to the needs of students and to the aims and objectives of the school * To assist in the management of the business planning function of the subject, and to ensure that the planning activities of the subject reflect the needs of the students and the aims and objectives of the school * To support the application of ICT in English |
| **Curriculum Provision** | * To liaise with the Head of English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school’s strategic objectives |
| **Curriculum Development** | * To support curriculum development within the whole learning area with particular emphasis on the relevant curriculum area * To keep up to date with national developments in English, teaching practice and methodology and behaviour management * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels * To liaise with the Head of English to maintain accreditation with the relevant examination and validating bodies |
| **Staffing**  **Staff Development**  **Recruitment/Deployment of Staff** | * To work with the Head of English and SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs * To contribute to Performance Management Review and to act as reviewer for a group of staff within the designated department * To promote teamwork and to motivate staff to ensure effective working relations * To ensure the effective efficient deployment of classroom support * To participate in the school’s ITT programme |
| **Quality Assurance:** | * To ensure the effective operation of quality control systems * To assist in the process of the setting of targets within the department and to work towards their achievement * To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department * To contribute to the school procedures for lesson observation * To implement school quality procedures and to ensure adherence to those within the department * To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria * To seek/implement modification and improvement where required within the relevant curriculum area |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system and website * To assist in the use of analysis and evaluation of performance data * To help to produce reports within the quality assurance cycle * To assist in the production of reports on examination performance, including the use of value-added data * To assist in the identification of exam entries within the department |
| **Communications:** | * To help ensure that all members of the department /curriculum area are familiar with its aims and objectives * To ensure effective communication/ as appropriate with the parents of students * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies |
| **Marketing and Liaison:** | * To contribute to the school liaison and marketing activities, eg, the collection of material for press releases and the website * To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in other schools and the effective promotion of subjects at Open Days/Evenings and other events in other schools and the wider community * To actively promote the development of effective subject links with external agencies |
| **Management of Resources:** | * To assist the Head of English to identify resource needs and to contribute to the efficient /effective use of physical resources * To cooperate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students * To assist the Head of English in maintaining a high quality learning environment |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the curriculum area * To help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary * To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description * To contribute to PSHCE, citizenship and enterprise according to the school policy * To support and assist in the implementation of the Behaviour Management system in English so that effective learning can take place for all students |
| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher |
| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example |
| **Other Specific Duties:** | |
| * To support the school in meeting its legal requirements for worship * To promote actively the school’s corporate policies * To continue personal and professional development as agreed * To actively engage in the performance management review and development process   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |
| - Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  - Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  - The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition | |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | |