



JOB DESCRIPTION

KEY STAGE 4 CO-ORDINATOR, ENGLISH

REPORTS TO

Head of Faculty

JOB PURPOSE

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement within the Key Stage.

PRINCIPAL ACCOUNTABILITIES

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions
- To be accountable for securing the highest standards of pupil achievement across Key Stage 4, monitoring and evaluation of pupil achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of others in the Key Stage by evaluating, supporting, guiding and target setting
- To be accountable for the strategic leadership and management of Key Stage 4, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies

DUTIES

Leadership

- Inspire department members by personal example and hard work.
- Play a major role in the School's middle management assisting the Headteacher in creating a vision, sense of purpose and pride about the Department and its work.
- Co-ordinate the production and maintenance of the scheme of work for Key Stage 4.
- Assist in maintaining discipline in the Department including supporting staff during lessons when appropriate.
- Identify and applaud areas of success for individual teachers and the Department.
- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
- Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
- Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.

Curricular/Departmental Development

- Contribute towards continuity and progression within the whole school curriculum.
- Contribute to the Department development plan, its implementation and the part it plays in the whole school development.
- Develop with others comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- Develop with others departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
- Assist in monitoring and evaluating the teaching in the Department.
- Develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
- Work with the SENCO to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
- Ensure that the department supports the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.

Liaison/Communication

- Meet regularly and work with the Head of Faculty for professional support and develop effective departmental management.
- Oversee and monitor the accuracy of assessments and work effectively with the exam officer on examination entries.
- Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all pupils.
- Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.

SECTION 2 – SUBJECT SPECIFIC DUTIES

- Organise the development and monitoring of the Key Stage 4 scheme of work.
- Organisation and assessment of students within the Key Stage.
- Initiate and maintain the provision of extra-curricular activities related to English.
- Manage a programme of events and challenges to encourage student involvement, interest, creativity and participation in further study in English.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.