

MOULSHAM HIGH SCHOOL



JOB DESCRIPTION

FACULTY: English

JOB TITLE: Key Stage 5 Coordinator – TLR2c

LINE MANAGER: Head Of English.

The English Faculty

The English faculty plays a pivotal role in the success of Moulsham High School. It forms part of the school's specialism and is very highly regarded by parents and students alike. Results are consistently exceptional at both GCSE and A-level, but staff are not complacent and are consistently striving for further improvement.

The English department is based in a cluster of eleven adjacent classrooms. Each classroom has a projector, an interactive whiteboard and is wireless networked. There is also easy access to a bookable resource of 30 computers which are for the sole use of the English faculty. Each member of staff is provided with his/her own laptop.

The department's clear and aspirational vision underpins all of its work. Its aspiration is for every student to acquire:

- a lifelong love of language;
- an academic excellence which is commensurate with their ability;
- an empowering command of the written and spoken word.

The opportunities for professional development afforded to staff within the department have been considerable and are on-going. In any academic year teachers are afforded many opportunities tailored to meet their individual needs. These include membership of the school's Teaching and Learning Community, PIXL and exam board conferences and visits to other English faculties within the Bridge Academy Trust to share good practice.

The successful candidate will join a strong team of ten specialists, one of whom is a member of the Senior Leadership Team. The postholders are:

- Head of Faculty L10-12
- KS4 Co-ordinator TLR 2a
- Subject Leader For Media Studies TLR 2b
- KS5 Co-ordinator TLR 2c
- KS3 Co-ordinator TLR2c
- Teacher With Responsibility For The Library And Reading Levels In Years 7-9 TLR 2c

The department often welcomes trainees from the local SCITT schemes.

OUTCOMES

The English department is highly successful. Standards at all Key Stages have consistently been significantly above the national averages.

G.C.S.E. 2019

	% Grade 4 +	% Grade 5+	% Grade 7+
English Language	82.11	69.51	24.8
English Literature	85.71	68.16	33.88

The faculty also offers G.C.S.E. media studies.

A LEVEL ENGLISH LITERATURE 2019

	% A*-B	% A*-C	% A*-E
English Literature	59.52	100	100

The faculty also offers A level media studies and A level film studies.

CURRICULUM

Years 7, 8 & 9

At Key Stage 3 the department's schemes of work are broad, balanced and innovative. Students will read and study a wide range of 19th and 20th Century texts, both fiction and non-fiction. Summative assessments are formally completed in exam conditions and are designed to develop the skills required for GCSE. .

Years 10 and 11

All students take G.C.S.E.s in English Language and English literature. Both courses follow the AQA syllabuses.

Years 12 and 13

Students study the OCR A level English literature syllabus and require grade 6s in both G.C.S.E. English and G.C.S.E. English Literature to be admitted on to the course.

ENRICHMENT ACTIVITIES

The English department offers a wide variety of enrichment opportunities for students across Key Stages 3-5. A variety of clubs are offered each week.

Many enrichment activities are offered in conjunction with the library at Moulsham High School

THE KEY STAGE 5 ENGLISH CO-ORDINATOR WILL BE RESPONSIBLE FOR:

- Implementing school policies relevant to Years 12 and 13, including those relating to behaviour, homework, assessment/marking, literacy, numeracy, ICT, SMSC.
- Ensuring that all Year 12 and Year 13 students can (and do) make at least expected progress from their different starting points.
- Ensuring that the effective tracking of students' progress is in place throughout Years 12 and 13 and, through accurate identification, any underperformance is supported by intervention programmes whose impact is closely monitored.
- Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed in the provision offered to students in Years 12 and 13. .
- Creating and developing appropriate schemes of work, lesson plans and assessment tools for Years 12 and 13, taking into account the need for differentiation.
- Liaising with other key stage 5 co-ordinators and the Sixth Form team under the direction of the Head of Faculty or Head of Sixth Form.
- The setting, marking and moderation of internal examinations.

THE KEY STAGE 5 ENGLISH CO-ORDINATOR WILL BE ACCOUNTABLE FOR:

- The standards (this includes the attainment outcomes and the progress outcomes) reached by all students throughout Years 12 and 13, including those who are more able, SEND and disadvantaged.
- The standard/quality of teaching experienced by Years 12 and 13.

THE KEY STAGE 5 ENGLISH CO-ORDINATOR WILL ASSIST THE HEAD OF FACULTY IN:

1. The quality assurance of the quality of teaching and learning.
2. The provision of appropriate training relating to KS5 teaching and learning.
3. Liaising regularly with the other TLR post holders within the faculty.
4. Carrying out, following consultation, any other reasonable task determined by the Head Of Faculty, including deputising in the event of absence if required and representing the faculty on relevant school working groups e.g. the Teaching and Learning Community.

ALL STAFF AT MOULSHAM HIGH SCHOOL ARE EXPECTED TO:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

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.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the postholder.

(February 2021)

PERSON SPECIFICATION

ENGLISH

KEY STAGE 5 CO-ORDINATOR –TLR 2C

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
Good quality Honours degree in English	√	
PGCE, or equivalent, in Secondary Education	√	
Qualified Teacher Status	√	
Experience		
Proven success in teaching English up to and including A level.	√	
Knowledge / Skills		
Strong subject knowledge	√	
A proven ability to teach lessons that are outstanding and a commitment to strive to do so on a day-to-day basis.	√	
Good and imaginative use of resources	√	
Good understanding of Assessment for Learning and the ability to put this into practice	√	
Well-developed behaviour for learning skills	√	
An understanding of the qualities of an effective scheme of work	√	
An ability to analyse and interpret data accurately to monitor student progress.	√	
Knowledge of effective intervention strategies that can be used to address underperformance		√
An ability to monitor the quality of teaching and learning experienced by students in Years 12 and 13 and to support colleagues as required		√
An up-to-date knowledge of current curriculum developments in English, particularly at post-16.	√	
An ability to forge good working relationships with staff and students	√	
Efficient organisational skills	√	
Ability to ensure that whole school policies are implemented consistently	√	
Personal		
Ability to work hard under pressure	√	
Ability to prioritise and meet deadlines	√	
Commitment to continued professional development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
General		
Good attendance and punctuality record	√	
Professional dress	√	

