

Job Title: KS3 Coordinator - English

Role accountable to: Head of English

Salary Scale: MPS/UPS + TLR2C £7,017

Job Description

- To be accountable, alongside the Head of English, for student progress and development in the subject area across the specified key stage including meeting student achievement targets for the key stage which are agreed by the Line Manager.
- To ensure that the curriculum for the Key Stage 3 in English is varied and personalised, with a rich range of co-curricular opportunities and activities to supplement the timetabled sessions.
- To ensure there are high standards of teaching and learning across Key Stage 3 in English through continuously, developing and enhancing the quality of teaching and learning.
- To ensure, alongside the Head of English, the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in Key Stage 3 in English, in accordance with the School aims and policies, as determined by the Line Manager, including planning and implementation of any required changes.
- To ensure that all School policies and procedures are implemented and applied consistently by all staff
- To actively support the development of literacy and oracy, within the subject area, to raise the standards of Literacy across the School.
- To mentor and coach an ECT or School Direct colleague to ensure successful achievement of QTS/ ECT status

Main Areas of Responsibility

- To support and further develop rigorous self-evaluation and review of KS3 English subject performance, recording outcomes with evidence in a focused, precise and evaluative manner in the KS3 English area self-evaluation form (SSEF) which will feed into the whole School self-evaluation form (SEF)
- To contribute, in conjunction with the subject team, an annual subject improvement plan (SIP) which supports the School improvement plan (SIP)
- To contribute to the development of appropriate syllabi, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across English at KS3.
- To contribute to the formulation of and subsequently the monitoring evaluation and review of the subject improvement plan.
- To use information from personal learning plans and assessment data to formulate a raising achievement plan for teachers across the subject area. To ensure that the work in English fully reflects the School's distinctive ethos and wider trust aims.
- To foster and oversee the application of Literacy, oracy and ICT in English, including the development of materials.
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- To develop schemes of work within KS3 English for the Numeracy and Literacy strategy sometimes with other curriculum areas.

- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective across Key Stage 3 English curriculum that has high expectations of achievement for all students.
- To contribute to the development of Key Stage 3 and its delivery, reviewing it regularly in the light of School and national policies, as well as the impact on achievement.
- To contribute to the selection of appropriate examination syllabuses, ensuring coverage and providing the examination officer with accurate and appropriate information when requested.
- To contribute to the development of core KS3 learning skills across Key Stage 3 English in line with School policies.
- To work with the Subject Leaders in order to embed cross curricular Literacy across Key Stage 3 to raise standards.
- To support challenging targets for achievement being set, communicated to students and that all staff and students work positively towards reaching them
- To work with the subject team to monitor and evaluate the work of across Key Stage 3 English, in line with agreed School procedures, including evaluation against quality standards and performance criteria.
- To contribute to ensuring rigorous and effective systems of self-evaluation and review are carried out in line with School policy and that information collected through the process is used to make changes that will impact positively on student achievement.
- To ensure the input and maintenance of accurate student data and information as requested for Key Stage 3 English in line with the School assessment policy.
- To make use of analysis and evaluate Key Stage 3 English performance data provided in comparison with School, local and national performance.
- To ensure Key Stage 3 English teachers regularly review personalised learning plans guided by the use of data.
- To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on Key Stage 3 English student progress and attainment within the quality assurance cycle for the English department, including for governors when requested.
- To ensure all members of the Key Stage 3 English staff are familiar with the aims, objectives and policies of the School and the English department.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend meetings as appropriate
- To communicate with partner schools/ academies, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.
- Arranging details for internal and external examinations for Key Stage 3 English, ensuring clear communication to parents and students.
- To participate in assemblies.
- To participate in afterhours activities with students.
- To communicate as appropriate, with the parents of students and with external agencies concerned with the welfare of the individual students.
- To contribute to and implement the School policy on rewards and support taking responsibility for student behaviour.
- To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the Behaviour Management system is implemented consistently in at Key Stage 3 in English, so that effective learning can take place.
- To liaise with the pastoral team where a student is causing concern, attending planning meetings where appropriate.

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, with appropriate reduction in line with the responsibilities of the post.
- To plan and prepare courses and lessons in line with School policy.
- To contribute to the whole School's planning activities.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students to meet internal and external quality standards.
- To prepare and update subject materials.
- To ensure effective and efficient deployment of classroom support
- To use a variety of delivery methods to stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and School procedures.
- To employ the feedback policy and ensure this is completed consistently across the Key Stage.
- To lead in the development of appropriate syllabi, resources, schemes of work, Assessment for Learning, Learning to Learn and Behaviour for Learning policies and implementation of strategies for raising achievement in English at KS3.
- To teach students according to their educational needs, including the setting and marking of work.

Person Specification

Attributes	Essential	Desirable
Knowledge and Experience	<p>Graduate in relevant subject and DfE recognised Qualified Teacher Status / evidence of successful Training year.</p> <p>Successful teaching experience at secondary level (can be teaching practice).</p> <p>Understanding of theory and practice of effective teaching and learning.</p> <p>Knowledge of National curriculum requirements at KS3.</p> <p>Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement.</p> <p>Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers.</p> <p>Knowledge and experience of writing lesson plans, developing resources and assessing students work.</p>	<p>Experience of working across the 11-18 age range.</p>

	Understanding the importance of being a Tutor.	
Skills and Abilities	<p>The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff.</p> <p>Good level of ICT skills.</p> <p>The ability to create a motivating and safe learning environment for all students.</p> <p>The ability to communicate positively with parents/carers and where appropriate outside agencies in a way that facilitates effective links between home and school.</p> <p>Good communication skills both writing and speaking.</p> <p>Ability to lead and manage own work effectively and take responsibility for own professional development.</p> <p>Ability to carry out the job description.</p> <p>Excellent time management skills and the ability to prioritise and meet deadlines under pressure.</p> <p>Ability to motivate students and raise their aspirations through a range of strategies e.g. assessment for learning</p>	Ability to use ICT innovatively.
Personal Qualities	<p>Enthusiasm for and commitment to the achievement of the School's overall vision for success at all levels.</p> <p>Commitment to contributing to School life as a whole and willingness to be involved with clubs and community projects.</p> <p>A positive approach to hard work.</p> <p>A positive role model for students.</p> <p>Passion for teaching own subject specialism.</p> <p>Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</p> <p>Awareness of and commitment to equal opportunities and valuing diversity.</p>	