

Job Description

English Key Stage 5 Coordinator

**Major responsibilities will be:**

### Quality of learning:

* Monitor and develop the internal tracking system (ARR) within English Faculty subjects
* supporting staff in monitoring student achievement and progression and informing students, staff and parents of student’s progress and achievement
* To ensure timely and appropriate assessments are in place
* To ensure appropriate intervention is in place to support progress
* To be responsible for curriculum mapping across subjects: to plan coverage, diversity, content and progression; ensuring SOW and resources are in place
* To support the school’s literacy policy

**Supporting Staff:**

* To support the Head of Faculty with monitoring teaching and learning in-line with school policy, including lesson observations, QA compliance and objective-setting
* To support the running of faculty meetings; taking a lead on relevant sections
* To run faculty meetings; disseminating exam and whole school changes to relevant staff and to provide relevant training to staff
* To be responsible for successful transition; to ensure that staff have essential target setting and personal information on students as necessary.
* To form part of the wider management team operating within the faculty; to deputise for and support the Head of Faculty or the second in faculty where necessary;
* To be an active member of school policy groups or working parties as appropriate and keep abreast of teaching and learning developments; to disseminate these developments to all staff, including organising meetings and training as appropriate.
* To implement subject specific strands relevant to the School Transformation Plan
* to support the HOF with the setting of cover
* to support the faculty behaviour system

**Ethos and Environment:**

* To ensure that practical areas, such as classrooms and displays are of a high quality.
* To adhere to and promote health and safety procedures.

**Whole School:**

* To undertake any other duties as may be required from time to time as negotiated with the Principal.