

**KEY STAGE CO-ORDINATOR**

**Responsible to the Head of Faculty**

The Key Stage Co-ordinator will be primarily responsible for establishing and supporting the resources and environment for learning within their Key Stage. Their major responsibilities will be:

**Quality of Learning**

* To take full ownership for the management and upkeep of progress and attainment data across the key stage
* To monitor the progress of students within their Key Stage, planning and implementing intervention as necessary to ensure students make three levels of progress across KS2–4
* Ensuring that effective schemes of work are in place for each course at their Key Stage
* Ensuring that teachers know the prior learning and achievement of the students at the previous Key Stage
* Ensuring that teachers know the potential to achieve of the students based on prior achievement data
* Ensuring that school curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their Key Stage Ensuring that progression and continuity is achieved across the Key Stage and between Key Stages

**Other Activities**

* Carrying out the duties determined by the Head of Faculty for monitoring and supporting classroom teachers in their Faculty

**Ethos and Environment**

* Ensuring a consistent ethos in line with Plume Academy Code of Practice
* Ensuring that the quality of appearance and order of their area of the school is of a high standard
* Maintaining health and safety procedures

**Staff Development, Resources and Capitation**

* Assisting the Head of Faculty in drawing up, the Faculty Improvement Plan, in line with Whole School Improvement Plan
* Involvement in the allocation and organisation of resources within the Faculty.
* Involvement in capitation accounts, ordering and maintaining stock
* Supporting, advising and providing opportunities for individuals in the Faculty to further their personal development

### **Whole School**

To undertake any other duties as may be required from time to time by the Principal.

### PERSON SPECIFICATION

**Essential skills, knowledge, experience and personal qualities:**

* Successful teaching across the age ranges
* Understanding of the curriculum issues
* A proven record of excellence in the classroom
* Involvement in recent professional development
* Commitment to the use of a variety of methods to enhance learning.
* Knowledge and understanding of whole school issues
* An ability to interpret data, with good I.C.T. skills
* An understanding of the Ofsted framework for evaluating teaching and learning
* A vision for and commitment to the delivery of English Key Stage 4
* Resilience, commitment, energy and enthusiasm
* Creativity and imagination
* A sense of humour
* Good organisational skills
* Good time-management skills

**Desirable skills, knowledge, experience and personal qualities:**

* Experience of teaching at Advanced level
* Potential and ambition for further career development
* An ability to promote the school through contact with parents, the media and the local community
* Experience of monitoring classroom practice
* A willingness to participate in extra-curricular activities