



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

ENGLISH KEY STAGE COORDINATOR

Band A (£28,660) - Band C (£47,298) plus Management Allowance 2 (£4,443)

We require, from September 2018, a committed colleague with a real interest in the provision of quality and imaginative teaching to join an experienced and supportive Faculty of English.

The successful candidate will be responsible for coordinating and delivering quality provision of the curriculum at a Key Stage and be expected to teach English throughout the school across the age and ability range, including the ability to teach up to and including A Level.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Monday 21 May 2018

No agencies, faxes or CVs.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE English Key Stage Co-ordinator

FACULTY English

GRADE Management Allowance (MA) 2

RESPONSIBLE TO Head of Faculty

JOB PURPOSE To be responsible for the quality of the curriculum at the Key Stage by aiming for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential. Key Stage responsibilities will be rotated periodically in consultation with staff.

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KEY TASKS

- To plan, co-ordinate and monitor the presentation of the curriculum and to ensure that there is appropriate and updated documentation
- To co-ordinate the development of a dynamic, quality, Scheme of Work for the Key Stage which underpins the needs of both students and teachers by addressing issues of differentiation and teaching/learning styles
- To plan, co-ordinate and implement procedures for assessment, recording, reporting, including grouping criteria and external tests
- To work with Heads of Faculty and subject areas to manage and monitor the application of the school behaviour policy in the Faculty at the Key Stage
- To be responsible, in liaison with the Heads of Faculty/Department for the management and monitoring of the key stage resources and of the key stage budget
- To promote a purposeful, disciplined and thriving learning environment within the key stage which aims to raise student expectations and self-esteem
- To initiate and lead discussions in Faculty meetings on major Key Stage issues

- To identify Key Stage training needs and help to facilitate the delivery of the necessary training
- To support beginner teachers and NQTs in their teaching.
- To contribute to the overall leadership of the Faculty
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with



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PERSON SPECIFICATION

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Management Allowance (MA) 2

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree in relevant subject• PGCE in English Education at Secondary School level	<ul style="list-style-type: none">• Recent INSET in English Education KS related issues
Experience	<ul style="list-style-type: none">• An effective teacher with at least one year's experience teaching English in all ability groups• Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children	<ul style="list-style-type: none">• Understanding of needs and strategies for effective differentiation• Experience of a range of teaching and learning styles (11-19)
Ability / Skills	<ul style="list-style-type: none">• Able to translate an idea into curriculum delivery• Able to demonstrate clear understanding of KS issues• Able to effectively manage administration• Willingness to motivate colleagues• Perception of the post as a management role	<ul style="list-style-type: none">• Willingness to acquire skills as appropriate e.g. ICT• Ability to manage budget
Equal Opportunities	<ul style="list-style-type: none">• Awareness of equal opportunities issues and how these can be addressed in the classroom environment	<ul style="list-style-type: none">• Willingness to help formulate and implement equal opportunities policies
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	<ul style="list-style-type: none">• Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour• To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal	<ul style="list-style-type: none">• Commitment to the notion of whole school, and whole Faculty policies• A commitment to collective responsibility

	<ul style="list-style-type: none">• To believe in the importance of team work a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the faculty• Evidence of commitment to and• Understanding of collective responsibility	
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