

JOB DESCRIPTION

TLR ROLE: LOWER SCHOOL COORDINATOR FOR ENGLISH MPR/UPR + TLR 2d

The post holder will carry out the duties as described in the job description for a teacher. In addition he/she will be a role model of good practice.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Post title:	Lower School Coordinator for English
Purpose of Post	<ul style="list-style-type: none"> Assisting the Head of the English Department to promote outstanding progress and achievement for all Lower School students in English. To coordinate the English Department Lower School Programmes of Study.
Reporting to:	Head of English
Liaising with:	English Teachers, HOD English, Leadership Team, teaching/support staff, external agencies and parents as required.
Grade:	MPR/UPR + TLR 2d (currently £2,640pa FTE)
Coordinating planning, delivery and monitoring of Programmes of Study and Assessment	<ul style="list-style-type: none"> With the Head of English, ensure that consistent Programme s of Study are in place in Years 7, 8 and 9. Regularly review assessment arrangements in Years 7, 8 and 9 and update as necessary. Assist Head of English in monitoring quality of Teaching and Learning in English KS3 including peer observations, work scrutiny and student feedback. Share good practice, new ideas and approaches and learning activities with the rest of the department team. With the Head of English, monitor student progress at KS3 and create interventions that will improve progress and attainment, leading and deploying staff where appropriate.
Other	<ul style="list-style-type: none"> Assist the Head of English in the coordination of the English department's enrichment and extracurricular programme at KS3. The description above is intended to be a broad overview of the main responsibilities of the post-holder. However, it is not comprehensive. Where appropriate and reasonable Governors may wish to make changes or additions.