**JOB DESCRIPTION**

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| **Title of Post:** | Faculty Key Stage 3 Co-Ordinator |
| **Reports to:** | Senior Leadership (Croxley Danes School) |
| **Full-time/Part-time range (FTE)** | Full time (1.0 FTE) |
| **Salary** | MPS/UPS + TLR 2b |

**Core Purpose**

To provide leadership and direction for the faculty at Key Stage 3 and ensure that it is managed and organised to meet the aims and objectives of the school.

To be responsible for securing high standards of teaching and learning as well as playing a major role in the development of school practice. In particular embedding the ethos and core values of St Clement Danes in a new school

### All teachers are responsible for safeguarding and promoting the welfare of children.

**Main Duties and Responsibilities**

### **Strategic Direction and Development of the Subject**

1. Adopt and develop current Danes Educational Trust policies and practices for the subject which reflect whole school aims and objectives
2. Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and teaching it
3. Demonstrate both enthusiasm and high standards of teaching to members of the department and students
4. Use the subjects taught within the faculty to prepare students for the opportunities, responsibilities and experiences of adult life
5. Work with the senior leadership team to establish short, medium and long term plans for the development and resourcing for the subject which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject

### **Leading and Managing Staff**

1. Help staff to achieve constructive working relationships with students and establish clear expectations and constructive working relationships among staff involved with the faculty
2. Contribute to the appraisal of staff as required by Trust policy and, where necessary, develop and evaluate staff development and training needs
3. In collaboration with senior leaders, ensure that all new teachers are appropriately trained, monitored, supported, assessed and effectively inducted into the school
4. Encourage staff to discuss developing ideas in their subject and foster an atmosphere of discovery to enhance their perception of the subject

### **Communication and Liaison**

1. Communicate effectively with members of the faculty through formal and informal meetings and briefings
2. Meet regularly with a member of the senior leadership team over matters relating to the faculty and over personal professional development
3. Meet with form tutors, other faculty co-ordinators and the SENCO when necessary

### **Teaching and Learning**

1. Ensure effective curriculum coverage, continuity and progression in the faculty for all students by all members of teaching staff
2. Ensure that teachers are clear about the teaching objectives in lessons, provide guidance on the choice of appropriate teaching and learning methods, and after evaluation of the teaching of the subject in the school, take action to improve if necessary
3. Ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant
4. Utilise existing Danes Educational Trust policies for assessing, recording and reporting on student achievement, and setting targets for further improvement
5. Establish high expectations and ensure that clear targets are set for student achievement including for those with special educational needs and the more able
6. Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting
7. Ensure effective development of students' individual learning skills takes place
8. Establish a partnership with parents to involve them in their child's learning and develop effective links with the local community

#### **Efficient and Effective Deployment of Staff and Resources**

1. Establish timetabling, staff and resource needs for the subject and in collaboration with their line manager identify likely priorities for expenditure in connection with school policies and subject development plans
2. Ensure the effective and efficient management and organisation of learning resources including ICT
3. Use accommodation to create an effective and stimulating learning environment in which health and safety risks are properly assessed
4. In conjunction with their line manager maintain effective control for allocated capitation for the faculty

**Equalities**

The post holder is required to be aware of and support difference and ensure that the school’s equalities and diversity polices are followed.

**Health & Safety**

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**Criminal Records Check – Disclosure & Barring Service (DBS)**

All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as ‘spent’. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school’s pre-employment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs.

**Additional Information**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development as required by the school’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Supervision/Job Context**

The post holder is managed by a Senior Leadership Team member at Croxley Danes School in the first instance.

**Contacts**

The post holder will work with all members of teaching staff within their faculty and teaching staff from other faculties. They will also work with Senior Leadership Team members, the SENCO, Learning Support Assistants, and non-teaching staff. They will have contact with students, parents, governors, and may have contact with advisors and other visitors to the school.

**Knowledge, Experience and Training**

**Essential:**

* Holder of Qualified Teacher Status (QTS)
* A passion for teaching and education in its widest sense
* Experience of teaching at Key Stages 3 and 4 and demonstrating a positive impact on student progress
* Excellent interpersonal skills to facilitate effective communication with a range of stakeholders
* A willingness to undertake Continuing Professional Development and Learning (CPDL)
* The ability to show initiative, to multi-task and develop existing skills
* Ability to demonstrate patience, flexibility and a sense of humour
* Ability to cope with pressure and demonstrate a calm and measured response

**Preferable:**

* Experience of teaching at Key Stage 5 and demonstrating a positive impact on student progress
* Experience and evidence of a positive impact in a similar role
* Holder of NPQML qualification
* For faculties such as Creative Arts, Modern Foreign Languages, Humanities, Science or Technology the ability to teach more than one subject at Key Stage 3 or 4.

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|  | Name | Signature | Date |
| Post Holder |  |  |  |
| Line Manager |  |  |  |
| SLT |  |  |  |

NB Signed copy to be returned to Human Resources Administrator for Personnel Records