



Gatehouse School

Sewardstone Road, Victoria Park, London E2 9JG.

Tel: 020 8980 2978 Email: admin@gatehouseschool.co.uk

Registered Charity No. 282558 Registered Company No. 1536398

Job Description

ENGLISH CO-ORDINATOR

Reporting To: Headmaster

Hours: Full-time 8.00am – 4.00pm plus additional times as specified by the Headmaster

Job Purpose

The English Co-ordinator is responsible for leading the department in developing strategies and schemes of work that ensure pupils making outstanding progress in English and the development of their literacy skills. The post holder is directly responsible to the Director of Studies, responsible for assessment and monitoring, and also the Deputy Head who is responsible for Teaching & Learning.

All teachers are responsible to and work as directed by the Headmaster. They are expected to help pupils meet high standards of behaviour, appearance and punctuality, and a purposeful attitude to work. At all times, they are expected to uphold the good name of Gatehouse School and maintain confidentiality.

Duties

- Deliver high quality English lessons and lead the department across the age ranges.
- Plan, prepare, deliver and review lessons to ensure effective teaching and learning of English for pupils at Gatehouse School.
- To effectively undertake the duties of form teacher, dealing with pastoral matters and monitoring children's all-round progress.
- To maintain a systematic approach to assessment and recording.
- Monitor standards of English teaching across the school.
- Monitor student progress in English using assessment data, liaising with the Director of Studies and Inclusion Coordinator as necessary



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- Lead the development of schemes of work, assessment systems in English and promote high quality teaching in the subject.
 - Carry out regular work scrutinies.
 - Support professional development needs for English teachers.
 - As appropriate lead staff training on the teaching of literacy and English.
 - Contribute to the school's self-evaluation by Evaluating English teaching and subject schemes of work.
 - Advise teachers and other subject coordinators on specific literacy issues, promoting literacy across the curriculum.