

SHELDON SCHOOL



Key Stage 3 Co-ordinator for English TLR2B (£4,440)

Teacher in charge of English KS3

Salary: Level 2 (b) post

Lines of Responsibility

Reporting to the Head of Faculty

Responsible for the effective teaching and learning of English at KS3

Strategic Purpose

The post holder will play a major role under the direction of the English Head of Faculty for the teaching and learning at KS3:

- Monitoring the progress of the faculty towards the Faculty's established aims and objectives through the implementation of policies.
- Ensuring that planned objectives on the Faculty Development Plan relevant to KS3 are implemented.
- Sharing good practice amongst teachers.
- Identifying and controlling resources.
- Developing new approaches and resources in response to changes in specifications or curriculum content.

Responsibilities

- Reviewing and organising KS3 schemes of work.
- Monitoring the progress, marking and moderating of assessments.
- Organising KS3 resources including class readers.
- Ensuring standardisation within the faculty of pupils' attainment levels.
- Reviewing setting arrangements in line with faculty and school policies.
- Managing the effective implementation of intervention strategies.
- Monitoring the use of data assessment to track pupil progress.
- Liaising with primary schools particularly over transition to secondary school.
- Working with the Head of Faculty to implement the whole school literacy policy.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Attending appropriate training in relation to KS3. Ensure teachers are familiar with developments in teaching and learning strategies in KS3.
- NQT mentor when necessary.
- Liaise with the librarian to ensure effective pupil use and to monitor reading.
- Co-ordinating the provision of enrichment activities for pupils at KS3.
- Ensure EAL, SEN and Most Able pupils are appropriately supported.
- Liaising with Learning Support to ensure effective SEN provision.
- Liaising with KS4 coordinator over progression to KS4.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on the successful enhanced DBS check.

February 2018