



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Key Stage English Co-ordinator
<b>GRADE</b>	TLR 2b
<b>RESPONSIBLE TO</b>	Head of Department

### **Responsibilities in addition to generic classroom teacher's responsibility**

- To ensure coherent and up-to-date long term plans are in place for the delivery of the English curriculum at Key Stage to students on all routes.
- To take the lead on the development, delivery and evaluation of all schemes of work at Key Stage, for students on all routes, and ensure they are updated annually where appropriate to match new exam board specifications.
- To ensure Key Stage level assessment is as accurate as possible through, for example, leading departmental moderation and training and the setting of appropriate formative and summative assessments.
- To assist with monitoring the Key Stage work of all staff and students in the department through, for example, book scrutinies, focus groups and learning walks in conjunction with the HOD and DHOD.
- To act as a first port of call for staff queries in relation to Key Stage schemes of work or concerns about Key Stage students.
- To liaise and support the DHOD in the tracking, monitoring and intervention of Key Stage area.
- To support the DHOD and HOD in taking responsibility for all student interventions at Key Stage, including identifying underachievement and co-ordinating revision sessions, intervention sessions and monitoring the success of these.
- To take responsibility for the appraisal of colleagues as directed by the HOD.
- To produce an analysis of Key Stage results annually and, in conjunction with the HOD, produce an action plan for improvement.
- To attend examination board meetings and disseminate information to the department as appropriate.
- To oversee the attainment of texts in conjunction with the Finance Office and/or LRC.
- To co-ordinate the purchase and production of resources at Key Stage.
- To manage the department's stock of books relevant to Key Stage and conduct stocktake of texts including holding teachers to account for class sets.
- To use data and liaise with the relevant DSD to create class lists and ensure parents are informed about each child's route.
- To co-ordinate the Internal Moderation Day and Submission of Key Stage assessment samples for External Moderation.
- To select and request scripts from exam boards to use as teaching resources.
- To contribute to the process of recruitment and selection of staff as appropriate.
- To train new and supply staff in all areas pertaining to Key Stage.
- To support colleagues in ensuring the good behaviour of all students in the department in line with department and whole school policies, and in conjunction with the HOD and other postholders.
- To set cover for Key Stage classes in the case of staff absence.
- To undertake any other reasonable request appropriate to the position as requested by the HOD

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

**This job description should be read in conjunction with the School Teachers' pay and conditions document DFE 2017.**

**Job descriptions are reviewed annually and may be amended following discussion with the postholder.**



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## JOB DESCRIPTION

<b>JOB TITLE</b>	Classroom Teacher
<b>GRADE</b>	MPS
<b>RESPONSIBLE TO</b>	Head of Department

The main role of every teacher, regardless of other responsibilities, is as a classroom teacher

- To inspire children with enthusiasm for the subject and a love of learning.
- Teaching across the full age and ability range, according to National Curriculum requirements and school policy, and preparing lessons, following the department's schemes of work or agreed syllabus.
- Contributing to schemes of work and resources and to the development of the department Policy, as a member of the department team.
- Maintain an orderly-working atmosphere in the classroom, following the school's policies on behaviour, health and safety and equal opportunities.
- To keep up to date with current developments in the subject area and to attend relevant in-service training both within and without the school.
- Regular marking of students' work and attendance registers and carrying out of assessments according to the department and school policy, including regular feedback given to children.
- Regular setting and marking of homework, according to school policy.
- Maintaining and regularly changing stimulating classroom displays.
- Attendance at Department and contractual school meetings.
- Liaison with parents and colleagues where appropriate.
- Adhering to all the school's policies including equal opportunities and referral to Department or Year Head of students causing concern.
- A negotiated Department responsibility delegated by the Department, along with every other member of the team, including new qualified teachers.
- Promote and support extra-curricular activities.
- To carry out the pastoral role of Form Tutor as required
- To carry out any additional responsibilities as agreed with the Head of Department.

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