



JOB DESCRIPTION

Post:	KS3 Co-ordinator for English
Pay Scale:	Main Pay Scale (plus Inner London Weighting) + TLR 2a
Location:	Kingsford Community School
Responsible to:	Learning Area Leader
Responsible for:	Subject teachers, support staff, peripatetic agency and other relevant external personnel within the subject
Other Relationships:	All school staff, students, visitors, external agencies

The post holder will be subject to Teachers' Pay and Conditions.

Overall Responsibility

- To develop an ethos of high achievement and success in KS3 of the Learning Area ensuring student progress is monitored, tracked and supported.
- To be accountable for raising standards, student attainment, progress and development within KS3 of the Learning Area.
- To develop and enhance student learning arrangements and the teaching practice of others and support staff in the Learning Area to implement the School's vision, policies and Professional Code of Conduct by providing appropriate guidance and consistently demonstrating an example of this.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in KS3 of the Learning Area, in accordance with the aims of the school, DfE guidance, statutory curriculum requirements and curricular policies determined by the Governing Body and Head Teacher of the school.
- To be accountable for leading, managing and developing KS3 of the Learning Area ensuring that provision is made for the annual subject attainment targets to be met and the requirements for KS3 of the Learning Area SEF and School and Learning Area Development Plans are fulfilled.
- To support the Learning Area Manager to effectively manage and deploy teaching and support staff, financial and physical resources within the subject to support the designated curriculum portfolio.
- To undertake any other duty as specified by STPCB not mentioned in this job description.

General Teaching Duties

Teaching and Learning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in KS3/KS3 of the Learning Area.
- The day-to-day management, control and operation of curriculum and course provision within the subject, including effective deployment of staff and physical resources.
- To actively track, monitor and support student progress providing intervention for target groups as appropriate.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for KS3 of the Learning Area which have coherence and relevance to the needs of students and to the aims, objectives and strategic



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plans of the School, actions as identified in KS3 of the Learning Area and School SEF and Development Plans.

- To lead and manage the meeting and business planning function in KS3 of the Learning Area and to ensure that the strategic planning activities reflect the needs of students, the aims and objectives of the School and the Learning Area and School SEF and Development Plans.
- To link with post holders within the Learning Area, across the school and Key Stages to ensure that the work in the KS3 Languages curriculum fully reflects the School's distinctive ethos and mission.
- In conjunction with the Learning Area Manager, take responsibility for ICT, fostering and ensuring the application of I.C.T. in KS3 of the Learning Area, including the development of materials for e-Learning and Distance Learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout KS3 of the Learning Area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum Provision

- To be responsible for the review, evaluation and development of all aspects of curriculum provision in KS3 of the Learning Area, working in close collaboration with the Learning Area Manager.
- To liaise with the Learning Area Manager to ensure the effective delivery of an appropriate, comprehensive, high quality and cost-effective KS3 curriculum programme which complements the School Development Plan and the School Self Evaluation Framework and is in line with DfE statutory requirements.
- To be accountable for the effective development and delivery of KS3 of the Learning Area. To implement systems in and around the KS3 Learning Area Curriculum which ensure the highest standards of student behaviour and achievement in lessons, the school and community. This will include the following:
 - a) that provision is made to meet the learning needs of all students including those who are Gifted and Talented, and those with special education, Ethnic Minority Achievement and English as an Additional Language needs;
 - b) schemes of work and lesson plans are implemented by all subject staff in line with the school's teaching and learning policy;
 - c) that the principles underlying the school curriculum are reflected in all subject planning, development, preparation and delivery;
 - d) that all teaching staff in the subject area maintain an up to date teaching and learning file as specified in the School's teaching and learning policy;
 - e) that effective assessment strategies are implemented and monitored across the subject in order to support student progress, and contribute to student's sense of achievement and success;
 - f) assessment strategies are fully understood by parents and other external partners;
 - g) that staff make appropriate use of ICT in all aspects of curriculum delivery within the subject;
 - h) the development of cross-curricular skills within the subject;
 - i) that the subject area develops as an environment which is safe, stimulating and conducive to promoting learning;
 - j) ensuring the provision of extended day and holiday revision and special interest classes for students and identified target groups of students.

Curriculum Development

- To lead curriculum development for KS3 of the Learning Area, keeping abreast with local and national developments in the Key Stages and 14-19 education, working closely with students, parents, Year Coordinators, Learning Area Managers and members of the Inclusion and Access Team, in order to gain a knowledge and understanding of the curriculum that is planned for students.

September 2019

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- Oversee the implementation and monitoring of whole-school policies, within KS3 of the Learning Area including those on: Monitoring, Assessing, Recording, Reporting and Evaluation of Student Achievement, Homework, Equal Opportunities and Race Discrimination.
- To keep up to date with national developments in teaching practice and methodology.
- To actively monitor and respond to curriculum development in KS3 of the Learning Area and initiatives at national, regional and local levels.
- To liaise with the Learning Area Manager to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills and the Every Child Matters national policy in KS3 of the Learning Area.
- To ensure that the development in KS3 of the Learning Area are in line with national developments and provide reports on this for the Leadership Team, Governing Body, LA, OfSTED and other relevant bodies.

Professional Standards and Development

- To work with the Learning Area Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To support the Learning Area Manager to ensure the efficient, effective deployment of subject technicians, support, temporary, agency and peripatetic staff.
- To undertake Performance Management Review(s) in line with the school policy and to act as reviewer for a group of staff within the Learning Area.
- To support the Learning Area Manager in making appropriate arrangements for classes when staff are absent, to secure appropriate cover within KS3 of the Learning Area liaising with the Cover Supervisor/relevant staff.
- To participate in the selection and interview process for teaching and support staff posts when required and to ensure effective induction of new teaching and support staff in line with School procedures.
- To promote and develop teamwork and staff accountability and to motivate staff to ensure effective and positive working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the subject including monitoring their attendance, punctuality and team contribution and act as a positive role model.

Quality Assurance

- To support the Learning Area Manager in ensuring the effective operation of quality control systems and implement School quality procedures ensuring adherence to those within the subject area.
- To establish the process of the setting of targets and standards within the KS3 of the Learning Area and to lead the work towards their achievement contributing to the School procedures for lesson observations, peer observations and monitoring weeks.
- To establish common standards of learning and teaching practice within the KS3 of the Learning Area including the implementation of marking, assessment and display policies and develop the effectiveness of teaching and learning styles in KS3 of the Learning Area.
- To monitor and evaluate the curriculum and KS3 of the Learning Area in line with the requirements of the SEF, the School Development Plan and other agreed School procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification, intervention and improvement where required.
- To ensure that the quality procedures in KS3 of the Learning Area meet the requirements of Self Evaluation and the School and subject Area Development Plans.



Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning KS3 of the Learning Area on the School's management information systems and produce reports within the quality assurance cycle for subject area.
- To make use of PANDA and other analysis and evaluate performance data on KS3 of the Learning Area providing reports on this for the Leadership Team, Governing Body, OfSTED and LA as required.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Learning Area Manager, to manage the subject area's collection of data.
- To provide documentation and reports as required by the Head Teacher, Governors, LA and relevant information relating to the subject's performance and development.

Communications, documentation and reports

- To ensure that all members of the Learning Area Team are familiar with aims and objectives of KS3 of the Learning Area.
- To support a positive Learning Area ethos and partnership with parents and the community, by ensuring effective communication and consultation as appropriate with these partners, that relevant information is communicated to a range of audiences via the school website and the School's newsletter and all staff in the Learning Area are courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To liaise with partner schools, further and higher education, Industry, Examination Boards, Awarding Bodies and other relevant bodies.
- To represent the views and interests of staff who work in KS3 of the Learning Area to Learning Area Manager and/or Leadership Team link.

Marketing and Liaison

- To contribute to School liaison and marketing activities, e.g. the production and collection of material for the website, press releases, the Prospectus, conferences and the effective promotion of the subject at Open Days/Evenings and other events.
- To actively promote and lead the development of effective KS3 Learning Area Links with external agencies including, LA schools, partner schools and organisations in the local, national and international community, attending where necessary liaison events with the organisations

Pastoral System

- To monitor and support the overall personal, academic and social progress and development of students within the subject.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to Personal, Social, Health, Citizenship, Careers and Enterprise (PSHCCE) education according to school policy.
- To ensure that the implementation of the School's Behaviour and Rewards policies in KS3 of the Learning Area provide for effective learning to take place.



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Equal opportunities and school vision:

- To ensure and display commitment to the implementation of the school vision.
- To be committed to the schools policies on Equal Opportunities and Learning Support, and inclusion.
- To be committed to the continual raising of levels of achievement for all our students.
- To work with confidentiality and sensitivity, which are essential when dealing with parents of our multi-ethnic school.

PERSON SPECIFICATION

September 2019

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Post objective:

- We will base the selection process on these criteria. At each stage of the process, we will assess the merits of each application to determine how far the criteria have been met.

Qualifications and Education required:

- A minimum 2:1 Degree in relevant subject
- Qualified Teacher Status
- Evidence of undertaking in-service training

Experience required:

- Experience of teaching Mathematics.

Skills and Ability:

- To communicate clearly and effectively
- To help deliver a curriculum that meets the needs of all students
- To ensure effective teaching and assessment of whole classes, and of groups and individuals so that teaching objectives are met, and best use is made of available teaching time
- To set high expectations for students' work and behaviour

Knowledge and Understanding of:

- Current educational developments and legislative changes
- Concepts and skills in their specialist subject(s) at a standard equivalent to a degree level
- The principles of assessment and effective record keeping

Commitment to:

- The use of ICT as an effective medium for teaching and learning
- Raising the achievement of all students
- The implementation of Equal Opportunities practice throughout the curriculum
- Inclusive Education
- The personal development and well-being of all students