**KS3 Coordinator – English TLR 2a £2721 (with up to 1 extra free period per week)**

**Key responsibilities**

**Student attainment and progress**

1. Take responsibility for the progress and attainment of KS3 students.

Performing the role will entail:

* Implementing a “life after levels” assessment model and leading the team with this.
* Data tracking to assess impact
* Reporting on performance of Year 7, 8 and 9 to the Head of Department at regular intervals throughout the year
* Leading on the KS3 curriculum to ensure it prepares students for their GCSE studies
* Planning, implementing and monitoring the impact of interventions of students in KS3. This includes the catch-up group.

2. Ensure KS3 students’ learning experiences in the department are outstanding by leading learning and teaching for KS3 students.

3. Lead students’ transition from KS2 to KS3. This includes leading Year 5/6 open evening, Year 6 ‘Taster Day’, summer learning and other transition activities in the department.

**Staff**

1. Enable members of the team to receive appropriate staff development

2. Support supply teachers and teachers doing cover by ensuring that suitable material is available for lessons when members of the department are absent.

3. Work with the Head of Department to perform regular quality assurance measure and hold members of the team to account

**Communication and meetings**

1. Contribute to department meetings and lead sessions within the team

2. Support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to relevant members of the team, Head of Department and Senior Management

**Finance**

1. Oversee the provision and maintenance of effective resources for learning for KS3 students – including textbooks, student materials and equipment.