Job Description
Key Stage 3 Coordinator

KING'S SCHOOL
THE CROWN

Line Manager/Reporting into: Executive Head
Full Time/Part Time: Full Time
Fixed Term Contract Length: 2 Years (renewable)
Closing Date for Applications: 15 November 2022

ROLE SUMMARY & JOB PURPOSE

KEY STAGE 3 COORDINATOR

King's School The Crown is seeking to appoint an outstanding Key Stage 3 Coordinator to support the Executive Head in building the KS3 team. This role will be responsible for managing, leading and monitoring the teachers regarding the effectiveness of their teaching skills and to develop and assure that the students will meet the standards of every curriculum and their aspirations for school achievements. This position includes the academic and pastoral leadership and management of Key Stage 3 in a brand-new and bespoke building. This is a full-time senior leadership opportunity for an outstanding candidate to be part of a premium world-class school and school group.

SAFEGUARDING STATEMENT

King's School The Crown is committed to safeguarding and promoting the welfare of the pupil. Applicants will undergo rigorous child protection screening including checks with past employers and an enhanced safeguarding check as well as completing any relevant safeguarding assessments.

If successful, you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff members. All staff are expected to conduct themselves in a way that reflects the ethos, principles and values of our School.

EQUAL OPPORTUNITIES STATEMENT

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace in accordance with national laws. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

KEY RESPONSIBILITIES

Although this list is not exhaustive, the position holder will be responsible for the following:

- To manage, lead and deliver a curriculum to students according to their educational needs within our KS3 cohort
- To challenge, support and inspire students in all aspects of Teaching, Learning and Assessment
- To monitor and support the overall the progress and development of the students, teachers and Form Tutors, if applicable, regarding their performances in school including their wellbeing and character.

- To assist the Executive Head in implementing and reviewing appropriate targets through a strategic action plan, both in terms of outcomes of students as well as all aspects of teaching and learning.
- To assist the Executive Head in reviewing and updating the curriculum schemes for learning, and ensuring that this curriculum includes appropriate aspects of King's School and Inspired values.
- Maintain the positive ethos of the school and value, inside and outside of the classroom at all times;
- Contribute to the constructive team building amongst teachers and non-teaching staff, parents and senior staff
- To model an excellent professional standard in teaching the subject of expertise at all times.
- Contribute to the wider school curriculum, supporting development of policy and practice inside and outside the classroom.

Please refer to the Inspired Teacher Standards for a full list of the standards expected from all Teaching roles in Inspired and see below for what is essential and desirable

Please note that this role is designed to have a teaching component of up to 50% FTE. As such all applicants will be expected to offer a specialist teaching subject with qualification and experience at least to KS3 level.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed by the Executive Head.

WHAT WE ARE LOOKING FOR

	ESSENTIAL	**DESIRABLE**
Inspired Required Teaching Standards A full outline of *teaching standards* are available on request	• Able to set clear expectations and stretching goals • Adaptable teaching style incorporating feedback • A depth of understanding in the relevant subject area • Ability to judge learning effectiveness • Excellent preparation and planning • Assessment of student outcomes and feedback to enhance performance • Genuine care and attention for the highest standards of student welfare	
Skills and previous experience	• A minimum of 3+ years' experience with pupils in Secondary years (Year 7- 13) • Ability to teach GCSE level will be an advantage • Confidence with use of ICT in teaching • Fluent in English • Experience teaching Key Stage 3 age children in the UK curriculum framework Knowledge and understanding of theory and practice for meeting the learning needs of the students	• Experience in delivering the UK Secondary curriculum • Experience in delivering the UK Secondary curriculum framework
Qualifications and	• Undergraduate degree in a	• Higher level, postgraduate

Accreditations	relevant subject area. • PGCE qualification, or national equivalent and licensed school age teacher (Egyptian employment law) • Demonstrable relevant CPD showing up-to-date skills and subject knowledge of teaching practice In depth knowledge and experience in the Secondary framework • Minimum of 2 years in a middle or senior leadership role.	qualification in education or relevant field • Experience and/or qualification in delivering a programme of study in English within an ESL student body
Personal Competencies and Attributes	• An unwavering commitment to the development of students • A demonstrable passion for the profession • Demonstrable experience in leadership, team management • Excellent organizational skills • A positive attitude to change • An excellent classroom practitioner • A continuous improvement mindset	• An attitude of lifelong learning via focused CPD
Others	• Clean police background check for the school, work and residency permit • Medically fit to pass a medical for your work permit • 2 school teaching references will be asked for by the school	