



Job Description – KS3 Coordinator for English

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:	Second in English
Responsible for:	KS3 English teaching and outcomes
Line Management of:	Staff within the subject areas

Purpose

- To lead the teaching of KS3 English
- To raise standards of student attainment and achievement within KS3 English and to monitor and support student progress
- To be accountable for student progress and development within KS3 English
- To be accountable for leading, managing and developing the KS3 English curriculum
- The KS3 English coordinator will hold responsibility for monitoring progression of students throughout KS3.

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Line Management

- Line manage and review performance of departmental staff in consultation with the Head of English

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive

Support the department in the following ways:

- To lead and manage KS3 English
- To be accountable for student progress and attainment levels within KS3 English
- To ensure that strategies are in place to maximise levels of attainment in KS3 English for all students
- To take responsibility for the development of KS3 English across the whole Academy
- Ensure that schemes of work meet set requirements and support students to achieve their full potential
- Coordinate the provision of resources where applicable
- Organise revision programmes and/or develop and implement intervention strategies as appropriate
- Contribute to target setting, including the use of prior attainment data in such target setting



- Plan and monitor the subject's KS3 self-evaluation process (through the analysis of performance data, scrutiny of work, student feedback, etc.)
- Support the Head of English in developing an effective learning environment for all KS3 students
- Promote students' passion for KS3 English through clubs, competitions, visits, extension work, special events, etc
- Share the character of the department with parents, students and the wider community through events such as the Academy's Open Evenings and Parents' Evenings
- To undertake classroom cover as required
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff

Leadership & Management

- To lead the development of appropriate resources, schemes of work, feedback and recognition policies, assessment and teaching and learning strategies with regard to KS3 English
- To monitor actively and follow up student progress
- To work with colleagues to formulate aims, objectives and strategic plans for KS3 English in line with the aims, objectives and strategic plans of the Academy overall
- To liaise with the Data Manager in ensuring mid-year and end of year assessment grades are sent back to United Learning by given deadlines

Curriculum and Assessment

- To be accountable for the development and delivery of KS3 English
- To lead curriculum development for KS3 English
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and practical skills needed to achieve at the highest levels
- To review and develop the curriculum, involving subject staff and students
- To keep up-to-date with national developments in the subject area, in the teaching practice and pedagogy
- To set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff with effective standardisation moderation
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To ensure that a range of enrichment and extension activities are offered to and taken up by students to enhance their KS3 English skills, confidence in and love of the subject
- To support the detailed learning needs of pupils not reaching national standards within the extension structure if not met through curriculum time

Monitoring and Evaluation

- To contribute to the Academy procedures for evaluation
- To ensure that quality assurance procedures within KS3 English are rigorous and support continuous improvement in standards of teaching
- To monitor and support the overall progress and development of students within KS3 English



- To regularly and forensically review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including SENDCO, Lead Practitioners and parents/carers

Staff Development

- To continue own professional development as agreed with the relevant line manager
- To promote teamwork and to motivate staff to ensure effective working relations
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within KS3 English liaising with the Cover Supervisor/relevant staff to secure appropriate cover

Other

- To be a form tutor and carry out the duties associated with that role as outlined in the generic job description

General

All Academy staff are expected to:

- Work towards and support the Academy's vision, values and objectives
- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity regarding themselves, the Academy and our young people
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.



Northampton Academy
The best in everyone™
Part of United Learning

Signed: _____

Job Holder

Date



Northampton Academy
The best in everyone
www.northampton-academy.org