



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: **English KS3 Coordinator and Literacy Leader**

Key responsibilities:

- Ensure all students make at least expected progress in English at Key Stage 3.
- Ensure that there is a shared understanding of what constitutes outstanding teaching and learning at KS3 in the Department.
- Strive continually to improve the quality of teaching and learning in the department at Key Stage 3.
- Lead the design and implementation of the Key Stage 3 English curriculum.
- Design and implement Key Stage 3 assessment frameworks which generate accurate data to inform intervention.
- Be a role model of outstanding teaching in the Department.
- Observe, mentor and provide guidance to teachers in the Department.
- Be a role model of outstanding leadership by taking the initiative, demonstrating a growth mind-set and by adopting a rigorous approach to all aspects of the work of the Department.
- Lead in the whole school development of Literacy, in order to contribute to improving learning outcomes for all students.

Teaching and Learning

- Carefully plan and teach engaging and challenging lessons which are differentiated to take account of the needs of individual students.
- Contribute to the regular evaluations of the quality of teaching and learning at Key Stage 3, including marking and feedback, and act on the findings of quality assurance processes to develop definitive actions for improvement.
- Support the Head of Department to ensure colleagues follow and implement whole school policies at Key Stage 3 on assessment, marking, feedback and behaviour for learning as well as the Learning and Teaching Charter.
- Facilitate restorative approaches to resolve issues related to behaviour for learning.
- Ensure that the department follows a consistent, appropriate and meaningful approach to homework at Key Stage 3.
- Maintain regular and productive communication with parents highlighting concerns in a timely and professional manner.
- Contribute to departmental professional learning so that excellent practice is disseminated and embedded in the work of the Department.
- To initiate, and where appropriate, organise curricular and educational enhancement activities related to the subject.
- To lead in supporting the development of staff expertise in the teaching and assessment of Literacy through the Professional Learning Programme and other forums, including bespoke support for departments.
- To work alongside the school's SENCO in developing Literacy intervention which significantly improves learning outcomes for targeted students.
- To support students' development of Literacy through working with parents, providing information evenings, workshops and updating information on the school's website.

Curriculum

- Ensure the effective implementation of the National Curriculum at Key Stage 3.
- Establish and implement a variety of systems and processes which provide accurate information about students' prior learning, which informs future planning of the curriculum at Key Stage 3.
- Ensure that Key Stage 3 assessments are devised and applied at appropriate times and that these are moderated across the department to ensure consistency of approach and feedback.
- Ensure that the data generated by Key Stage 3 assessments is accurate and facilitates accurate and meaningful intervention with underachieving students.
- Engage in the creation, consistent implementation and improvement of schemes of work at Key Stage 3.

Leadership

- Contribute to a Department Development Plan (DDP), which identifies clear targets, time scales and success criteria for improvement in response to thorough self-evaluation of aspects of the work of the Department at Key Stage 3.
- Produce and analyse progress and attainment data for Key Stage 3 for each identified cohort of students, including disadvantaged and the most able students, to make data-driven changes to curriculum design and student intervention.
- Work with the Head of Department to develop and lead intervention and support strategies at Key Stage 3, which take into account individual need and focus on developing the skills and academic progression of individual students.
- Act as a line manager for identified staff, ensuring that those staff are prepared for their appraisal and that recommendations are made to the performance reviewer based on the evaluation of a range of performance information and evidence.
- Support the Head of Department to ensure the Department is prepared for any form of external scrutiny through the collation of appropriate evidence and analysis of the performance of the Department.
- Contribute to department meetings which engage departmental staff in the sharing and development of outstanding practice at Key Stage 3.
- Ensure that Key Stage 3 provision takes account of the progress students make at Key Stage 2, through a detailed understanding of students' transition needs and through the development of meaningful links with Key Stage 2 practitioners.
- Create and sustain a positive culture through effective and regular communication with members of the team, which ensures that colleagues are supported and professionally developed.
- Lead in the writing and review of the Literacy Development Plan, which identifies clear priorities, actions and success criteria in light of self-evaluation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.