

Chief Executive: Mr Tarun Kapur CBE

Headteacher: Ms Suzanne Finlay B.E.d NPQH

Dear Applicant

Thank you for your interest in the position of **English Co-ordinator at Dean Trust Ardwick, 345 Stockport Road, Ardwick, M13 0LF.**

Please find below a job description and person specification.

**Teaching & Learning Responsibility – TLR 2b £4532**

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

**Method of Application**

The preferred method of application is electronically via email to dtarecruitment@deantrustardwick.co.uk. All applications must be made using the Dean Trust’s application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date**

Applications received after the closing time of **10am Tuesday 22nd January 2019** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email dtarecruitment@deantrustardwick.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Gill Laws

**Human Resources Department**



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| 345 Stockport Road Manchester M13 0LF  t: 0161 972 2988  e: admin@deantrustardwick.co.uk  w: www.thedeantrust.co.uk  Registered in England 8027943 VAT Registration 195 3889 46  The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | English Co-ordinator |
| **Reporting to** | Literacy Co-ordinator |
| **Main purpose of job** | The successful applicant will support the Head of Faculty in assuming overall responsibility for leading the curriculum planning, teaching, learning and assessment of English Literature across both Key Stages. |
| **Key responsibilities:** | |
| * To ensure that the English Literature curriculum provides all pupils with the highest quality of education within the subject and that this is delivered with consistency across the Faculty. * To further develop and enhance teaching and learning across the Faculty by sharing good practice, monitoring, evaluating and supporting staff to maintain consistently high standards. * To develop English Literature revision resources and homework schemes to support the learning of all pupils beyond the classroom. * To support the planning and coordination of wider enrichment and intervention activities (including school trips, revision classes, booster classes, holiday revision school). * To ensure appropriate support, guidance and advice is provided for all staff including NQTs and trainee teachers within the Faculty. * To continue to raise standards of pupil achievement and attainment in the Faculty across all Key Stages through forensic analysis of pupil progress and proactive intervention. * To ensure that pupil attainment and progress is measured accurately through devising appropriate assessments as well as standardisation and moderation practices. * When necessary, to oversee the day to day management of the department including making appropriate arrangements for absent staff and the implementation of minimum operating standards. * Contribute to the writing of the Faculty Improvement Plan (dSIP) and Faculty Self Evaluation (dSEF) in partnership with the Head of Faculty to ensure the faculty’s shared vision for the school. * To ensure appropriate support, guidance and advice is provided for all staff including NQTs and trainee teachers within the Faculty. * To organise and manage others as part of the appraisal line management process. | |

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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the school/academy Performance Management process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school/academy and beyond * To represent the school/academy at events as appropriate * To support and promote the school/academy ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher |

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.

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| **Qualifications and Training** | **Essential**   * Good Honours Degree (A) * Qualified Teacher Status (A) |
| **Experience** | **Essential**   * Enthusiastic and excellent classroom practitioner (A and I) * Proven successful GCSE outcomes (A) * Planning effective schemes of work (A and I)   **Desirable**   * GCSE Examiner experience (A) * Line management or mentoring responsibility (A) |
| **Knowledge** | **Essential**   * Full working knowledge specifically of the AQA specification for English Literature (A) * Well-developed knowledge and understanding of the latest innovations in English education (I) * Knowledge of how to plan effective schemes of work which incrementally build upon pupils’ prior knowledge from KS2 and beyond (A and I) * Knowledge of how to plan, organise and effectively supervise educational visits (A)   **Desirable**   * Extensive knowledge of all areas of English Literature (A) |
| **Skills and Abilities** | **Essential**   * Ability to communicate effectively with all pupils, staff, parents and stakeholders (I) * Ability to enthuse and motivate others and develop effective partnerships including supporting other members of the team (I) * Skill and ability to manage a challenging workload (A) * Ability to use their own initiative to proactively identify and solve problems (A) * Ability to work as an effective team member and work independently (I) * Ability to assist in the planning and organisation of school trips/visits (A) * Skill and ability to analyse pupils’ performance data and identify actions to improve outcomes (I) |
| **Personal Attributes** | **Essential:**   * Be a highly organised, hard-working and resilient professional (I) * Commitment to ensuring that every pupil is given the opportunity to achieve their fullest potential and meet the high expectations set for them within the classroom and beyond (I) * Commitment to providing subject enhancement opportunities through the extended curriculum (enrichment and intervention) (A) * Drive to take an active responsibility for professional development an keeping up to date with research and developments in teaching and learning methodology (A) |