



## **Job Description**

**Job Title** Key Stage 3 Coordinator for English

**Salary** MPS / UPS + TLR 2b

**Start** January 2023

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## **Job Purpose**

The primary purpose of the KS3 Coordinator for English is to ensure that the standard of curriculum, teaching, learning and assessment of the Key Stage is of the highest quality for all students so that they are able to achieve to the best of their ability and that staff and students are supported, developed and motivated.

## **Duties and responsibilities**

Post holders are key to the life of the College and their role carries significant leadership and management responsibilities. It is essential that they actively support the vision and ethos of St Ignatius College. They have a clear vision for their subject area and their areas of responsibility include, curriculum planning, teaching and learning, assessment and reporting, strategic planning, monitoring and evaluation, behaviour for learning, effective use of resources, creating a stimulating learning environment, overseeing Performance Reviews, addressing underachievement, motivate others, lead by example and strike the appropriate balance of support and challenge.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

## **Responsible for:**

- Design of a knowledge rich Key Stage 3 curriculum and its delivery
- The teaching and learning across the English Curriculum with specific responsibility for Key Stage 3
- Coordinating and overseeing teaching staff and support staff working with the English department
- The coaching, mentoring and development of all staff within the English Department

## **Leadership and Management:**

- Evaluate pupils' progress, achievement and attainment, at Key Stage 3 and within your own classes and report to the Subject Leader and Senior Leadership Team
- Coordinate and take day-to-day responsibility for the organisation and management of all staff involved in teaching Key Stage 3 English
- In the absence of the Subject Leader, to undertake as necessary the professional duties that pertain to that role

- Seek to ensure the effective use of the school's resources in the English Curriculum
- Liaise closely with other colleagues to ensure continuity and progression across the Key Stages
- Establish good relationships, encourage good working practices and support teachers
- Plan, organise and chair meetings when necessary
- Support and motivate support staff working within the English Department
- Lead by example in all areas of the curriculum
- Liaise with teaching assistants and outside agencies

To undertake particular responsibility as Key Stage 3 Coordinator for the following areas:

- Responsible for continuity and progression /assessment tracking and monitoring across the Key Stage and its impact on setting and extra-curricular provision
- Monitor and track student progress across the Key Stage
- Monitor teaching, learning and assessment across the Key Stage
- Playing an active part in all relevant meetings
- Writing up minutes if needed, of such meetings as planned by the Subject Leader
- Ensure good display for learning throughout the department
- Undertake the duties and responsibilities considered reasonable and appropriate
- Design knowledge rich curriculum for Key Stage 3 including landmark assessments and Scheme of Work and monitor its implementation across the Key Stage 3 English Curriculum

### **Teaching and Learning:**

- Monitor and evaluate in conjunction with other colleagues the implementation of the English Curriculum
- Monitor the quality of teaching and learning, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of students' work
- Provide support to colleagues in the teaching of English across the school
- Ensure common approaches to assessment across the department
- To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.

In addition, the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- National Standards for Qualified Teachers
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- SEN Code of Practice

### **Recording and Assessment:**

- Have input in to the target setting process for raising achievement for pupils across the Key Stages
- Monitor progress across Key Stage 3 and ensure appropriate action plans are in place where issues are identified
- Monitor planning to ensure individual needs are being met
- Collect and interpret assessment data and plan appropriate interventions

### **Standards and Quality Assurance**

- Support the aims and ethos of the school
- Attend and participate in open/parent evenings
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Participate in Continuing Professional Development with particular reference to the English Curriculum issues
- Attend team and staff meetings
- Develop links with Governors, LAs and other schools
- Support and monitor any teachers needing support in the English Curriculum

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.*

*St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*