

<b>Job Title</b>	<b>KS5 Coordinator English</b>	<b>Job Reference</b>	
<b>Location</b>	Glyn School	<b>Travel required</b>	No
<b>Core purpose</b>			
Responsible for: Supporting and leading the attainment, progress and achievement of students within Key Stage 5 for English.			
<b>Job Purpose:</b>			
<ul style="list-style-type: none"> <li>To lead, manage and co-ordinate the strategic development of English within key stage 5 in the school in order to maintain and exceed good achievement in the school</li> <li>To lead, monitor and evaluate the innovation and development of learning and teaching strategies within English in key stage 5 and the wider school</li> <li>To be accountable for student attainment and progress in English in key stage 5 ensuring every student achieves and exceeds their potential</li> <li>To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach</li> <li>To take a full role within the school community as a middle leader</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>To lead the raising standards of student attainment within the English department and the wider school</li> </ul>			
<b>Key Accountabilities</b>			
<b>Student Progress</b>			
<ul style="list-style-type: none"> <li>To be accountable for student attainment and progress in English in key stage 5 ensuring every student achieves and exceeds their potential</li> </ul>			
<b>Operational/Strategic Planning</b>			
<ul style="list-style-type: none"> <li>Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values</li> <li>Contribute to the whole school SEF with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team</li> <li>Contribute to the process for the production and review of the department SEF</li> <li>Contribute to the School Development Plan with regards to development of learning and teaching on a whole school level in conjunction with the leadership team</li> <li>Contribute toward the production and review of the Department Development Plan in conjunction with the department</li> <li>Contribute to the school-wide planning activities</li> <li>To help to implement quality procedures and processes</li> <li>Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required</li> </ul>			
<b>Curriculum Provision and Development</b>			
<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction</li> <li>To assist the Leadership Team to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives</li> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupil and the school's strategic direction</li> </ul>			
<b>Human Resource Management</b>			

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To contribute towards the learning and development of the English team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Help to support performance management
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the initial teacher training programme within the school
- Advise on professional development
- To take part in the staff development programme by participating in arrangements for further training and professional development

#### **Assessment, Feedback and Tracking**

- To help lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To help lead the innovation and development of assessment and feedback strategies within the department to shape and further improve whole school policy
- To help lead the department monitoring and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- Organise department tracking of student progress and use information to inform learning and teaching
- Managing, setting and co-ordinating assessment arrangements in English at key stage 5 and in all areas as required by school policies, including standardising those assessments

#### **Communications, Marketing and Liaison**

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To attend relevant middle leaders meetings and feedback to department and to put forward department viewpoints
- Lead department meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses, faculty and whole school issues
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies
- Promote department subjects within the school
- Identify and establish cross curricular links to raise profile of subjects

- Help generate and update department handbook and provide relevant guidance for staff teaching in a given key stage

#### Management of Resources

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies

#### Student Support

- To be a Form Tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support systems
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour for Learning policy so that effective learning can take place
- Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour
- Develop the celebration of student achievement on department courses in a given key stage such as department commendations
- Lead progress review of students on department courses in key stage 5
- To run department detentions for key stage 5 once of week for students who miss detentions set by individual staff in department, and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within the department
- Establish target setting for students on courses
- Ensure that there is a process of progress review of students on department courses
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams and department heads

#### Teaching

- To undertake a designated programme of teaching across all key stages
- Teach consistently high quality lessons
- Act as a role model through an open door policy to lessons and modelling best practice in lessons
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Prioritise and manage time effectively, ensuring continued professional development in line with the role
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for key stage 5
- To lead the planning and preparation of courses and lessons
- To follow the school policies and procedures and ensure the department does as a whole
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work for a given key stage by leading and managing other staff in the Department to extend and improve current resources
- Developing and co-ordinating curricular links with primary schools and external agencies
- Taking a leading role in promoting aspects of Personal Development related to English within the key stage
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of English
- Promote English learning in key stage 5 through out of hours activities
- Contribute towards ensuring a high quality learning environment within the English area by managing and improving:
  - the fabric of the classrooms
  - displays and exhibitions of students' work, including references to key stage grades on display work
  - classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed school Behaviour Policy and systems

#### **Personal Responsibilities**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence

### Specific Responsibilities

- Leading professional learning groups
- Advising other teachers in classroom organisation and teaching methods
- Providing model lessons
- Spreading good practice based on educational research
- Producing high quality teaching materials
- Advising on professional development
- Establishing professional learning teams in schools
- Helping to support performance management of other teachers
- Supporting teachers experiencing difficulties
- Helping with the induction and mentoring of newly qualified teachers
- Participating in initial teacher training
- Being a lead member of the Learning Group

### Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school and your key stage
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion

### Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher