



# Exeter School

Independent day school for boys and girls aged 7–18



## **APPLICATION FOR THE POST OF ENGLISH CO-ORDINATOR**



**Job description:** English Co-ordinator

Exeter Junior School is looking for an inspirational and dynamic teacher to continue to develop our highly successful English department.

The successful candidate will be a qualified teacher of English ready to move into a leadership role, or with existing experience of leading a flourishing English department in another school.

**Key areas of responsibility**

- To develop the English curriculum for all pupils, and to promote and develop opportunities for all children to make progress.
- To plan and provide a stimulating and motivating learning environment ensuring that the learning resources are well organised and accessible to staff and pupils.
- To develop the department with due regard to the school's policies and schemes of work, working closely with and co-ordinating the efforts of all school English teachers.
- To manage the subject tracker and liaise with the Deputy Head on pupil progress.
- To liaise regularly with the Headmistress on matters relating to the teaching of English at every level of the school.
- To lead in collaborative decision making within the English department.
- To play a full part in the life of the school, liaising with other members of staff when appropriate.
- To work with learning development in identifying pupils who need support and provide pupils with appropriate work which supports their needs.
- To remain up to date in current curriculum development and professional practice by regular attendance at courses in consultation with the Headmistress.
- To lead and facilitate staff training and development.
- To work with the Headmistress and Deputy Head on setting the entrance papers for all entry points and to attend the two entrance test days in the Spring Term.
- To maintain strong cross-phase links with the Senior School English department in sharing of information and views on the teaching of English and also to ensure continuity of experience/learning.
- To promote English through a range of extra-curricular activities.
- Promote reading through the organisation of book fairs, author visits and World Book Day events.
- To use information technology to assist lesson preparation, teaching and reporting.
- To manage the English budget.

**Person specification**

- An outstanding teacher of English who will drive our department forwards by building on the many strengths and successes of the existing provision, including the delivery of Year 5 & 6 Drama and an involvement in the production of school plays.
- An excellent, inspirational and dynamic teacher who can generate instant respect, and who is eager to have overall responsibility for the development of English across the whole school.



- Experience of teaching KS3 English would be desirable.
- An imaginative and creative professional who is able to introduce new and varied ways of instilling a love of English in our pupils.
- A committed, charismatic, reliable role model.
- A team player who is able to galvanise every area of the staff to teach English to an outstanding level.
- An inspiring personality in and out of the classroom, and someone who makes learning fun but sets the highest standards, would enjoy working at Exeter School.
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues with a real love of teaching the young is paramount. A can do, will do attitude, will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.

## **General responsibilities**

- To promote high quality teaching and learning.
- KS2 form tutor.
- To promote the high-quality pastoral care provided by the school.
- To ensure the classroom is an invigorating environment for effective learning, embracing pupils work on paper, display and in the general atmosphere created in the classroom.
- To write termly academic reports, attend parents' evenings, monitor and evaluate pupils learning and liaise closely with subject leaders.
- To develop, easy and professional relationships with parents and colleagues.
- To maintain and manage the physical resources in the learning area.
- To undertake supervisory duties.
- To attend staff meetings, school INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To comply with health and safety requirements.
- To play a full part in the life of the school.