



# Stepney All Saints School

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Headteacher: Mr P Woods

## JOB DESCRIPTION

**Job Title:** Second in English – Key Stage co-ordinator (Key Stage to be determined at interview)

**Contract type:** Permanent

**Reporting to:** Head of Department

**Responsible for:** Key stage, Progress of the more able students and line management of staff.

### Duties:

General professional duties of all teachers are specified in the Conditions of Employment (see relevant section in the Staff Handbook). In addition, the successful candidate will be expected to work alongside and report to the Head of Department of English to support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students, within the department.

### Key responsibilities

- Assist the HOD English in the development and evaluation of the department improvement plan, including curriculum review and planning.
- To be a model of excellent practice of teaching and learning in order to give English teachers advice and guidance on improving the quality of learning
- Identify pupils who are underachieving and ensure appropriate and reasonable strategies are put in place to support them in their English subject (closing the gap)
- Agree an area of responsibility according to your strengths (e.g. KS3: GCSE or A level)
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher
- To evaluate progress and achievement in a Key Stage through this assessment data. To systematically obtain, record and analyse Key stage assessment data. Oversee the effective use of this data to identify students who are underachieving in a Key Stage and where necessary create and implement effective plans of action to support those students Use this data to identify topics that are not being taught effectively in a Key Stage and where necessary identify the inadequacies in the teaching and learning of that topic to drive improvement of teaching and learning of that topic.

### Leadership of Teaching and Learning:

To support the HOD English in the following:

- Ensure there is clear vision as to how the subject should be taught and developed.
- Ensure that a subject's delivery meets statutory requirements.
- Promote and develop high quality teaching and learning within English.
- Contribute to and support the induction of new staff.
- Contribute to and support the professional development of departmental staff.
- Contribute to the performance management of departmental staff.
- Ensure that all staff have high expectations of students.
- Ensure the effective use of data to promote students learning and target setting is well embedded into the department.
- Identify underachieving pupils and ensure appropriate intervention



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## Management:

- Work alongside the HOD English in producing the department's improvement plan, ensuring that it is regularly evaluated and reviewed.
- Support the HOD English in managing the department's resources in line with priorities identified in the improvement plan.
- Ensure that your teaching environment encourages learning and meets Health and Safety standards.
- Assist in the contribution of department information for school prospectuses, newsletters and the web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed.
- In line with the HOD English ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy.
- In line with the HOD English ensure that the information given to the examinations officer is clear and checked carefully

## Monitoring and Evaluation:

To support the HOD English in the following:

- Monitor and evaluate the quality of teaching and learning in your subject area.
- Undertake regular observations of subject teachers.
- Undertake scrutiny of student work as a team via subject meetings.
- Regularly review and update schemes of work / learning.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements.
- Develop, monitor and evaluate student performance in external and internal assessment.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Promote and ensure effective use of ICT to enhance the learning of students.
- Lead staff through internal and external departmental reviews and inspections and inform Governors of subject developments.
- Promote an understanding of subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies / community links to enhance students learning.
- Ensure staff within your subject area are continually developing as professionals.



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## Communication with Parents

- attending any appropriate meetings with parents
- providing informative reports to parents
- raising, in consultation with the Head of Year, particular concerns regarding tutees with parents

## Internal Communication

- representing the views and interests of the Department to the Curriculum Leader providing information required by other Leaders and Senior Leaders
- actively participating in Departmental Meetings

## Staff Absence

- ensuring that appropriate work has been set and that the resources required are available
- supporting supply staff who are working within the Department

## Additional Specific Responsibilities

- as negotiated with the Curriculum Leader or Assistant Head teacher T&L in the interests of the pupils and of the CPD of the member of staff

## Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health and safety security, confidentiality and data protection, reporting all concerns to the appropriate person.

## Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

## Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

## Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed

\_\_\_\_\_  
Postholder (PRINT NAME & SIGN)

Date

\_\_\_\_\_

Signed

\_\_\_\_\_  
Headteacher

Date

\_\_\_\_\_