

# Job Description: Key Stage 3 Co-ordinator of English



## Post Details

**School/setting:** Poole High School  
**Post type:** Teaching Staff  
**Grade/Pay Level:** Teachers Main/Upper Pay Scale plus TLR 2.2  
**Responsible to:** Director of English

### Main Purpose

- To maintain standards of students' attainment and achievement in the curriculum area
- To be responsible for the development of schemes of work and assessment materials across a specific key stage
- To be responsible for the monitoring and evaluation of curriculum and assessment effectiveness in the subject at a specific key stage
- To be responsible for leading, managing and developing the support for students within the curriculum area at a specific key stage

### Duties and Responsibilities

#### Standards

- To role model highly effective teaching and learning strategies
- To develop an ethos amongst students of striving for excellence in the curriculum area
- To monitor fidelity to the curriculum across a designated key stage in the curriculum area

#### Teaching and Learning

- To regularly use and analyse data to improve student performance, in particular, by identifying individual students or groups of students who are underperforming and implementing effective strategies to overcome this

#### Strategic and Operational Planning

- To actively monitor and follow up on student progress
- To manage the effective keeping of student progress records within the curriculum area at the designated key stage

#### Curriculum Development

- To ensure that, at the designated key stage, the department has a set of effective and engaging schemes of work that are regularly reviewed and reflected upon.
- To ensure that, at the designated key stage, the department has a set of effective assessment materials for use both formatively and summatively, and that these are reflected upon at each tracking point.
- To ensure that schemes of work, assessment, homework and feedback at the key stage are continually monitored and that improvements to resourcing or implementation are brought about where required

#### Staffing

- To undertake Performance Management Reviews (PM) and to act as a reviewer for a group of staff within the designated curriculum area
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures under the direction of the senior leadership team
- To promote teamwork and to motivate staff to ensure effective, inclusive, and collaborative working relations.

### Safeguarding Duties and Responsibilities

Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

### Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

### Qualifications, Knowledge, Skills and Attributes Required

#### Essential:

- An outstanding classroom practitioner
- Able to evidence outstanding teaching and learning in the current role and GCSE results, which reflect this through both attainment and progress against national expectations
- Demonstrates high levels of professionalism at all times and is a role model for others
- Is able to communicate effectively and positively
- Has an excellent understanding of the national curriculum in the subject
- Is committed to the wider aspects of school life, including extra-curricular activities
- Is able to help develop high-quality schemes of learning and quality assure (QA) their implementation across the department
- A passion and enthusiasm for your subject
- Has QTS

#### Desirable:

- A good sense of humour

### Notes

This job description may be amended at any time in consultation with the postholder.

### Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).