**[](https://www.mayfieldschool.net/)**

**Job Description**

**KS5 English Co-ordinator**

**The role of the KS5 English Co-ordinator is essential in leading and supporting staff teaching KS5 English courses and supporting students in KS5 English courses.**

**Relationships:**

* To be line managed by the English Faculty Leader and/or the Assistant Faculty Leader
* To be accountable to the English Faculty Leader and/or the Assistant Faculty Leader
* To line manage staff in the Faculty in relation to the key responsibilities

**Key responsibilities:**

* Will be responsible for coordinating of all KS5 English courses offered which includes, but may not be limited to, A/AS Level English Literature, A/AS English Linguistics, Functional Skills and Resit GCSE English.
* Alongside the Faculty Leader and Assistant Faculty Leader, develop and maintain effective Schemes of Work for all KS5 English courses.
* Support teachers of KS5 English courses, and all other English teachers, by developing teaching approaches and assessment activities, and sharing these within the faculty.
* To ensure the assessment of students are in line with Faculty/School Policies.
* Alongside other faculty post-holders, monitor the standard of teaching in KS5 lessons in English and give useful feedback and support to drive improvements.
* To monitor and track marking and assessment, including but not necessarily limited to:
  + Book/ folder monitoring
  + Exam Moderation
  + Exam Analysis
  + Ensure markbooks are completed
  + Learning Walks
* Create and maintain useful data tracking processes within the school systems and use these to drive improvements in outcomes for our students, working closely with FL, SLT line manager and other SLT members.
* Lead on implementing targeted intervention activities across KS5 classes to help close any identified gaps or underachievement in any sub-groups of students.
* To assist in setting agenda for Faculty meetings regarding future planning and actions
* To coordinate entries for examinations in KS5 in liaison with Faculty Lead and class teachers.
* To attend appropriate meetings as indicated on the school calendar
* To undertake any reasonable task at the direction of the Headteacher and at the delegated direction of the Faculty Leader and Assistant Faculty Leader.
* To communicate effectively with relevant people in regards to key responsibilities
* To play a full and active part in school as expected of a Middle leader.

This role will be appraised through the School’s Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

Name: …………………………………….. Date: ……………………….

Signature: …………………………………