



**The Park
Academies
Trust**



Job Description

Job title: English KS3 Co-ordinator

Role reports to: This is a post within the The Deanery's TLR structure. The postholder is accountable to the Curriculum Leader for the department and SLT.

Job Purpose: To carry out the professional duties of a school teacher in accordance with prevailing standards.

To contribute to professional leadership, strategic direction and management of the department. To ensure high quality teaching and learning which raise standards of attainment. To ensure progression, achievement and engagement of all students.

All post holders are expected to recognise overall Trust objectives and practice when carrying out their Academy role.

Key Accountabilities:

Strategy and Planning

- Assist the Curriculum Leader in planning, reviewing, monitoring and evaluating subject delivery and development, having regard for Academy and Trust approaches.
- Collaborate closely with equivalent number(s) in other Trust schools to ensure effective all through curriculum and transition.

Leadership & Management

- Support the Curriculum Leader as required.
- Lead by example in the use of BFL and to ensure the Behaviour policy is applied consistently in the department.
- Ensure that Trust HR policies are adhered to at all times.
- Provide high quality coaching and mentoring where appropriate.

Students

- Create a climate which supports and encourages all students in the subject.
- Ensure all pupils make good progress by using attainment data and tracking to identify underachieving pupils or groups.
- Where necessary create and implement personalised interventions to support pupils, in liaison with relevant colleagues.

Teaching & Learning

- Work with the Curriculum Leader to ensure schemes of work are implemented, reviewed and modified to enable high standards of teaching and learning.
- Promote and support the organisation and planning of subject related activities and events.
- Ensure that the English curriculum is appropriate and in accordance with national and exam board guidelines and recommendations
- Manage the organisation of learning resources, by developing new resources including ICT applications, to the subject.
- Co-ordinate and implement an appropriate programme of Homework.
- Support literacy across the curriculum and develop consistency of teaching and learning strategies.

Operational

- Assist with the smooth day to day running of the department, including checking cover work and supporting supply teachers when staff are absent.
- Ensure the department is a pleasant environment, with up to date displays which demonstrate learning.
- Ensure Health and Safety rules are adhered to within the department, including ensuring that all risk assessments are current and appropriate.
- Attend meetings and training relevant to the role and development.
- Ensure knowledge of, and adherence to, all Trust policies at all times and communicate this expectation to staff in the team.
- Ensure records relating to pupils and staff are organised, well maintained and follow GDPR principles.
- As KS3 Co-ordinator in department, set personal targets and take responsibility for own CPD.

Supplementary Accountabilities

- Work towards and support the Academy and Trust vision and values, including Improvement Plans.

- Support and contribute to The Deanery's safeguarding responsibility.
- Maintain high personal standards and abide by the Staff Code of Conduct at all times.
- Engage actively in the Performance Review process.
- Liaise with central functions such as HR, IT and Finance where specialist advice is required.
- Take a Trust view of any work carried out in the Academy, to ensure this follows central standards.

Job scope: Number and type of jobs managed:

- Lead department members on key aspects of the English Curriculum.
- Line management of department members.
- Fulfil the role of form tutor.

Knowledge and Experience

- A degree in English or a related field.
- Qualified Teacher Status (QTS).
- Experience in teaching English at the secondary level.
- Proven track record of improving student outcomes.
- Experience in curriculum development and assessment.

Decision making:

- Collaborate with the Head of English to make strategic decisions regarding the department.
- Make day-to-day operational decisions to ensure the smooth running of the English department.
- Use data to inform decisions about teaching strategies and interventions.

Contacts and relationships:

- Work closely with the Head of English, senior leadership team, and other department heads.
- Build strong relationships with students, parents, and external stakeholders.
- Liaise with examination boards and other educational bodies.

Creativity and Innovation

- Develop innovative teaching methods and resources to engage students.
- Encourage a culture of creativity and critical thinking within the department.
- Lead initiatives to integrate technology into the English curriculum.

Job Specific Competencies

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Ability to analyze data and use it to drive improvement.
- Commitment to continuous professional development.
- Passion for English, literature and education.

No job description can be exhaustive and the duties may alter in practice or over time. The post holder is expected to use his / her professional judgment to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

In accordance with the provisions of GDPR, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the Trust Safeguarding and Child Protection Statement and school Child Protection and Safeguarding Policy and understand their role within that Policy.