



WOODBIDGE HIGH SCHOOL



KEY STAGE 3 COORDINATOR IN ENGLISH TLR 2c

Impact upon the educational progress of pupils

1. To lead and assist in the development of appropriate schemes of work across Key Stage 3 and ensuring these have appropriate stretch and coverage of the new curriculum.
2. To produce long term and short-term curriculum plans and assessment calendars for all teachers of years 7, 8 and 9 classes to follow ensuring consistency.
3. To assist in the research and development of new courses at Key Stage 3 consistent with school aims, department aims and national education agendas and directives.
4. To assist the Head of Department in the implementation, monitoring and evaluation of tracking systems to assess pupil progress within and across Key Stage 3.
5. To liaise with feeder primary schools to ensure a smooth transition between KS2 and KS3.
6. To lead, manage (including appropriate delegation) and evaluate activities that promulgate teaching and learning activities with particular respect to English.
7. To lead in the development and implementation of relevant strategies for Higher Achieving Pupils (HAP), SEND, EMA and DP through liaison with teachers and other relevant departments, especially the Inclusion team.
8. To assist in the overall whole school provision of literacy across the curriculum.
9. To lead, manage (including appropriate delegation) and evaluate activities (including extra-curricular and relevant enrichment activities) that promulgate teaching and learning activities with particular respect to English.
10. To oversee the implementation of the school's Learning and Teaching policy (The Woodbridge Way) in particular relation to the areas above (1 and 2).
11. To take responsibility for the day-to-day educational progress in English of pupils in years 7, 8 and 9.

Leading, developing and enhancing the teaching practice of others

1. To lead and inset staff in the development of enhanced teaching and learning strategies.
2. To provide inset and support to colleagues within the department and across the whole school as required ensuring consistencies in pedagogy.
3. To support the school's Schools Direct (SD), BT, NQT and RQT professional development programme, including mentoring trainees within the English department.
4. To be responsible for the appraisal of one colleague within the department.
5. To make regular judgements about the quality of teaching and learning within the English department and to implement strategies for further improvement as a result of these judgements.
6. To carry out monitoring activities to ensure consistency within the department in terms of teachers' full adherence to school and department expectations.

Accountability for leading, managing and developing Science at department level and across the curriculum

1. To contribute to school planning with specific reference to the subject pedagogy needs of English.
2. To keep up to date with the subject development.
3. To have oversight of improving literacy strategies within lessons and promoting extra-curricular opportunities and to liaise with other relevant TLR holders to ensure a coordinated approach to Literacy.
4. To keep up to date with developments in pedagogy and how they can be applied to learning in the English department – 'Life Without Levels'.
5. To lead in the production of progress descriptors for teachers and pupils to ensure the effective tracking of pupil progress.

6. To make a significant contribution to the English department's work on Departmental Self-Review in learning and teaching terms and to facilitate monitoring activities that will accurately inform this.
7. To convene and attend appropriate meetings including periodic meetings with the HoD and other TLR holders within the department and other stake holders.
8. To support colleagues with behaviour management and to make the connections with behaviour for learning and classroom pedagogy.
9. To assist in the construction and maintenance of class groups throughout the year.
10. To carry out duties in the Core Job Description attached.