



## Job Description

<u>Job Title:</u>	<b>Teacher of English – KS4 Co-ordinator</b>
<u>Department:</u>	<b>English</b>
<u>Reporting to:</u>	Director of English
<u>Banding / Salary</u>	MPS/UPS + TLR 2.2

### Key purpose:

- To carry out the professional duties of a teacher as described in the most recent School Teachers' Pay and Conditions Document

### Key responsibilities:

- To teach high quality lessons so that all students make good progress.
- To monitor and support the overall progress and development of subjects as a teacher and tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment
- To lead of the preparation and development of the scheme of work and lessons as agreed with the Director of English
- To develop and foster good working relationships with all staff.
- To adhere to the policies set out in the Staff and other relevant handbooks, especially the Teaching and Learning policy
- Promote Assessment for Learning through all teaching which ensures that students receive concise guidance on how to improve
- To lead on monitoring progress and assessment at Key Stage 4 in accordance to school policy and as agreed with the Director of English.
- To lead on guiding the department on relevant Key Stage 4 matters by ensuring the team deploys effective knowledge and expertise in the classroom.

### Wider Professional Effectiveness:

- To actively contribute to the school's ethos and culture.
- To contribute positively to the extracurricular life of the school.
- To receive all visitors in a courteous manner and direct them as appropriate and in compliance with the schools' code of practice and ethos.
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### Professional Characteristics

- Excellent organisational ability
- Ability to plan and deliver high quality learning
- Ability to work effectively with as part of a team including with staff, students and parents
- Ability to liaise and work as a form tutor within a pastoral team
- Ability to inspire and lead students

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the applicant must have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students

## Person Specification – Key Stage 4 Co-ordinator



	Essential	Desirable
<b>EDUCATION/QUALIFICATIONS</b>		
Qualified Teacher Status. Appropriate Degree or equivalent qualification.	X	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Detailed knowledge and understanding of the subject with an ability to teach to GCSE	X	
Detailed knowledge and understanding of the subject with an ability to teach to A-Level		X
Ability to apply knowledge and skills from theory in a practical classroom context	X	
Ability to motivate and encourage children	X	
Effective classroom manager	X	
Ability to create effective relationships with a variety of different people	X	
Excellent experience and knowledge of IT to support learning		X
Excellent use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life.		X
Experience of marking for examinations boards		X
Evidence of use of strategies for raising achievement and achieving excellence	X	
Evidence of use of strategies for ensuring inclusion, diversity and access	X	
Highly successful teaching including exam result success at all key stages for at least 3 years		X
<b>SKILLS, BEHAVIOUR AND QUALITIES</b>		
Ability to prioritise, plan, organise and manage work life balance	X	
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development	X	
Excellent time management and organisational skills	X	
Excellent interpersonal, presentation and communication skills, both written and spoken	X	
Ability to manage and deliver own course units and contribute to team taught course units		X
Ability to contribute to wider school operation and initiatives		X