

## Job Description

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**Job title:** KS5 Coordinator

**Main purpose of job:**

The KS5 Coordinator will be responsible for providing leadership and management of KS5 within English. This will be in addition to providing professional leadership to students in their subject area and securing a high-quality teaching, high standards of learning and achievement for all students, to contribute towards the effective use of resources.

As the KS5 Coordinator, they will contribute to whole-school self-evaluation and school improvement planning and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The current School Teachers' Pay and Conditions Document and the DfE Teachers' Standards apply to the professional duties of all teachers in all teaching posts.

**Department:** English

**Location:** Plume Academy

**Position reports to:** Faculty Leader – English

**Position is responsible for:** KS5

**Length of contract:** Permanent

**Salary:** In addition to the current salary, a payment of TLR2A (£3,527)

**Part-time requests might be considered for this role.**

### Key Responsibilities and Accountabilities

**Main Duties:**

**Strategic development**

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- To provide professional leadership and strategic direction for the teaching and learning of Key Stage 5, including the planning and/or delivery of CPD.
- Set high expectations for all students in the key stage, and inspire and motivate staff and students to reach and maintain high standards

- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in students' learning

### **Leading and managing staff**

- Establish short, medium and long-term plans for developing and resourcing the key stage curriculum
- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within key stage, (e.g., through observations, analysing performance data, etc.)
- To model best practices in teaching, learning, and assessment; to collaborate with Faculty/Subject Leaders and other academy staff members to share best practices and complete agreed Quality Assurance tasks
- To plan opportunities for students to develop their understanding by exploiting opportunities for learning outside the classroom

### **Quality of Learning**

- To take full ownership for the management and upkeep of progress and attainment data across the key stage, including those students undertaking Level 2 re-sits
- To monitor the progress of students within their Key Stage, planning and implementing intervention as necessary to ensure students make progress across KS5
- Ensuring that effective schemes of work are in place for each course at their Key Stage
- Ensuring that teachers know the prior learning and achievement of the students at the previous Key Stage
- Ensuring that teachers know the potential to achieve of the students based on prior achievement data
- Ensuring that Academy curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their Key Stage ensuring that progression and continuity is achieved across the Key Stage and between Key Stages
- Ensuring lessons are planned in accordance with the schemes of work for each course
- Ensuring awareness of prior learning and special needs of students are met
- Ensuring that high expectations are set for the achievement and behaviour of students

### **Ethos and Environment**

- Dealing appropriately in the first instance, with behavioural issues in the classroom, seeking support where necessary in line with the academy's behaviour management policy
- Ensuring a consistent ethos in line with the Plume Academy Code of Practice
- Ensuring that the quality of appearance and order of teaching areas are of a high standard



- Adhering to health and safety procedures.

### **Staff Development**

- Participating in staff development activities
- Taking opportunities to develop own skills and understanding.

### **Other Activities**

- Promoting the general progress and well-being of individual students and of any class assigned
- Communication and consultation with parents of students in line with academy policy
- Participating in meetings arranged for any of the purposes described above.

### **Whole School**

- Contributing to extra-curricular activities
- Participating in whole academy planning and developments through working parties and groups.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Has qualified teacher status with a degree qualification	✓	
Evidence of further professional study		✓
Outstanding classroom teacher preferable with experience in all key stages		✓
Evidence to confirm undertaking recent CPD in the area relevant to this post	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards	✓	
Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives(s)	✓	
Ability to hold people accountable and manage performance effectively	✓	
Experience of promoting excellence and challenging poor performance	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a curriculum area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to lead the development of behaviour and care strategies within the academy including leading CPD	✓	
Has the ability and ideas to ensure that Plume Academy continues to build upon its reputation	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Knowledge of recent/current educational developments, initiatives and legislations and how they might impact upon the academy	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Up to date knowledge of curriculum and assessment developments	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting students needs	✓	
Ability to initiate and lead change and maximise human and other resources	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, trustees, teachers, students, and other stakeholders constructively in planning improvements for the academy	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels	✓	
Ability to maintain trust and be highly respected by staff	✓	
Ability to chair meetings effectively and delegate	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
Has a record of successful working with parents as partners in learning	✓	
Committed to on-going research into strategies that can be adapted for successful implementation at Plume Academy	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	

