



Dormers Wells High School

Job Description

Please note that the job description will be amended to reflect the key stage to which the successful candidate is appointed.

Post Held: Key Stage Coordinator in English

Salary Scale: TLR 2a

In addition to the duties of a schoolteacher as set out in the current Schoolteachers' Pay and Conditions Document; and the duties of a Main Scale teacher as set out in the job description for Dormers Wells High School, to have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Main purpose of the job:

- Act within the statutory frameworks which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
 - Take responsibility for the leadership, management and development of identified aspects of English, including the writing of Schemes of Work, the effective delivery of attainment targets and programmes of study, ensuring that all students have access to well designed, stimulating resources and to encourage them to undertake challenging activities, in particular the provision of achievement in English, under the guidance of the Curriculum Leader for English and the Second in English.
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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General

- All post holders will have access to performance management systems and support
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning
- General tasks are varied from time to time to take into account the changing nature of the school demands made upon it. Such changes are normal parts of the post and, as such, do not constitute a change to the general job description

Summary of Responsibilities

The following outlines the duties required for this post. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job or the level of responsibility held.

Duties and responsibilities

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary



- Assist the Curriculum Leader in developing good student behaviour within the curriculum, including the management of the school rewards and sanctions procedures, so that effective learning can take place
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- To take responsibility for safeguarding the welfare of all children you are responsible for or come in to contact with including reporting any child protection issues or concerns to the school's Child Protection Officer

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Lead, manage and develop strategies to identify and support students who need to be targeted within English, to monitor student development and have an impact on the progress of students in all English groups
- Lead the medium and short-term planning of all units of work across including the focus on whole class feedback
- Ensure that the curriculum fully reflects the diversity of the school community
- Lead the planning and delivery of prep learning within the department
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Model and support students to develop the character values of determination, wisdom, honesty and service.

Administration

- Register the attendance of and supervise learners before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other



- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder: _____ **Date:** / /

Signature of headteacher: _____ **Date:** / /