

## MULBERRY ACADEMY WOODSIDE JOB DESCRIPTION

<b>POST TITLE:</b>	Responsibility post in English (KS Co-ordinator / 2IC)
<b>REPORTING TO:</b>	The Head of Department
<b>SALARY/GRADE:</b>	TLR 2B
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• To raise standards of pupil/student attainment and achievement within the whole curriculum area and to monitor and support pupil/student progress</li> <li>• To be accountable for pupil/student progress and development within the area of responsibility</li> <li>• To develop and enhance the teaching practice of others within the team</li> <li>• To assist in developing the curriculum provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils/students studying in the area, in accordance with the aims and priorities of the school and the curricular policies determined by the Governing Body and Headteacher</li> <li>• To effectively manage and deploy teaching and support staff, and financial and physical resources within the area of responsibility to support the designated curriculum</li> <li>• To ensure continuity of teaching and learning in the absence of staff</li> <li>• To ensure the work of the department fully reflects the school's ethos, aims and policies, particularly those relating to equal opportunities and racial equality.</li> </ul>

**Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.**

**The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.**

**This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.**

**The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.**

Signed:

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Principal:	_____
Date:	_____

**Person Specification**  
**KS Co-ordinator / 2<sup>nd</sup> in Charge in English**

	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	*	
A degree in English or a related subject	*	
Evidence of a commitment to your own professional development	*	
A keen interest in developing the teaching of English & literacy	*	
Outstanding teacher	*	
Excellent communication and presentation skills	*	
Competent user of ICT	*	
Passion for teaching	*	
Energy, enthusiasm, and flexibility	*	
Good health & attendance record	*	
Sense of humour	*	
Ability to work under pressure and meet tight deadlines	*	
Ability to use and promote a wide range of teaching methodologies	*	
Experience of managing a department		*
Evidence of high achievement in teaching across the key stages		*
Understanding of strategies to raise the outcomes of the English & literacy teaching	*	