



COUNDON
COURT

Key Stage 3 English Coordinator – TLR 2b

Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal

Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	KS3 ENGLISH COORDINATOR
OPPORTUNITY	We are seeking to appoint an excellent KS3 English Coordinator. An ambitious and innovative KS3 English Coordinator will thrive in this environment and will be offered plentiful opportunity for further progression. As a qualified KS3 English Coordinator you will possess a passion for raising achievement in English and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.
REPORTING TO	Head of English
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY	TMS / UPS + TLR 2b
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

As an outstanding classroom practitioner, the Curriculum Developer will work with colleagues in the school and Trust to raise student outcomes and improve the quality of English teaching and learning via the planning and implementation of the curriculum and assessment model.

Duties and responsibilities

Leadership Responsibilities:

- The development of the teaching of English, its long-term planning and effective day-to-day delivery.
- Working with the curriculum lead to ensure curriculum development and planning in directed key stages linked to an excellent grasp of external assessment and standards, and a vision to develop deep learning in English that prepares students for their next step in learning.
- To work with the curriculum lead to develop assessments and assessment practice in directed key stages so that the assessment, marking schemes, homework, retention starters and reflection sheets are in place for all topics and available to the team.
- Contributing to and leading elements of faculty meetings, trust meetings and CPD.
- Lead and work with colleagues on enrichment and wider opportunities in English.
- Work with the intervention hub to ensure that students with weak numeracy skills are supported via proven intervention strategies.
- Coaching and mentoring of trainee English teachers to improve the quality of teaching and learning.
- Accurately evaluate teaching and learning within English and as a result, work to continually develop the teaching practice of colleagues.
- Accurately evaluate teaching and learning in English and provide appropriate feedback and support to colleagues to help them improve.



Students Responsibilities:

- Stimulating an interest in the subjects throughout the school through well planned and aspirational enrichment activities and events.
- Supporting colleagues in the faculty with behaviour for learning.

Resources Responsibilities:

- Ensuring that English classrooms and learning spaces are a showcase for students learning and provide an engaging and safe learning environment.
- The observance of correct safety procedures in line with school's Health and Safety Policy.
- Contributing to the School Development Plan.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• Must have QTS (Qualified Teacher Status) • Substantial experience of working within the secondary sector • First degree or Certificate of Education • Relevant recent professional development		Application Form Certificates
SKILLS AND ABILITIES	• The ability to establish and maintain relationships with staff and work as a member of a team. • The ability to handle potentially difficult situations sensitively. • The ability to communicate effectively, both orally and in written form. • The ability to meet deadlines. • The ability to teach the subject effectively across all age and ability ranges. • A commitment to comprehensive education. • A willingness to contribute to subject, faculty and whole school developments. • An understanding of the importance of the teacher as a role model for young people. • A commitment to put into effect the school's policies and priorities. • Ability to use ICT to support planning, delivery and administration through use of standard ICT packages. • A willingness to see beyond the subject specific boundary and flexibility to teach beyond the subject specialism		Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	- Working in secondary education - Delivering improved outcomes for learners - Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	- Up to date knowledge of the subject National Curriculum at all stages in terms of knowledge, skills and understanding expected within the National Curriculum programmes of study - Knowledge of assessment, recording and reporting of pupils' progress and achievements in the subject and of the role of assessment for learning in ensuring student progress. - Knowledge of how students learn and are motivated in order to provide for the individual needs of all students, including those with special educational needs and the Gifted and Talented. - An understanding of the importance of the teacher as a role model for young people. - Knowledge of equal opportunities and anti-discriminatory practice in the context of the school community and of relevant strategies required to remove barriers to learning. - Knowledge of subject specific health and safety requirements. - An understanding of the importance of wider key skills / functional skills delivery within the subject area and also of the importance of learning competences in supporting subject attainment.		Application Form Interview
OTHER REQUIREMENTS	- High expectations of personal performance and of students' achievement. - A belief that schools can deliver high equity and "make a difference" - A commitment to continuous learning - A desire to deliver outstanding performance from the subject team and as a team - Evidence of involvement in INSET activities both as participant and facilitator		Application Form Interview



How to apply

Closing date:

Wednesday 12th November 2025

Interviews:

To be confirmed

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.