**St Wilfrid’s Catholic High School & Sixth Form College**

**JOB TITLE: English – KS4 Co-ordinator**

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**Purpose of Role:**

* To provide leadership and management to the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all KS3 students.
* To provide KS4 subject leadership within the English Department.
* To provide support to the Head of Department.
* To contribute to the Catholic life of the school.

**Terms and Conditions of Contract (including pay scale):**

* The job description should be read alongside the range of professional duties of teachers as stated in the latest Teachers’ Pay and Conditions document, under the National Conditions of Service for School teachers and the CES Contract of Employment. The post-holder will be expected to undertake duties in line with the professional standards for subject leaders.
* The post will be awarded a TLR 2a

**Reporting to:**

* Head of Department – English.

**Responsible for (other post-holders and staff):**

* All KS4 Teaching staff within Department. Named members of staff for performance management.

**Main Duties:**

**Teaching and Managing Pupil Learning**

* Manage resources efficiently so that teaching and learning is effectively supported in the department.
* Oversee planning/schemes of work in the department to ensure curriculum entitlement and progression is achieved for all pupils.
* Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.
* Monitor implementation in the classroom through regular monitoring in line with Whole School Review programme.
* Ensure teachers are clear about teaching objectives and provide guidance on methodology.
* Ensure that students’ literacy and numeracy skills are sustained and developed through the subject(s).
* Consider how the subject(s) can promote citizenship, enterprise, spiritual, cultural, mental and physical development and preparation for adult life.
* Ensure a strong sense of common purpose and set high expectations for pupils and staff in the Department.

**Assessment and Evaluation**

* Establish and implement clear practices for assessing recording and reporting on student achievement, in line with school policy.
* Monitor pupil standards and achievement against annual targets and track progress in the Department.

**Relationship with Parents and the Wider Community**

* Establish good and effective communication with parents.
* Develop links with local community and parishes to extend and enhance the work of the department.

**Manage Own Performance and Development**

* Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
* Be aware of development at KS2, KS3 and in further and higher education.
* Know and understand the implications of the Code of Practice for SEN for teaching and learning in the subject.

**Managing and Developing Staff and Other Adults**

* Lead, manage and develop the KS.
* Role model exemplary classroom practice.
* Monitor standards of teaching in the faculty, provide feedback and identify and assist the Head of Department in meeting the CPD needs of staff in the Department.
* Lead in the development of effective teaching and learning styles in the department.
* Help staff achieve constructive working relationships with students.
* Support colleagues in their management of student behaviour by consistent application of school policy and procedures.
* Develop responsibility and delegate tasks appropriately, recognising and utilising the strengths of others.
* Sustain motivation, promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
* Demonstrate a commitment to CPD and all school procedures in relation to pay progression of all colleagues in the department.
* Provide full and regular feedback to team members, through department meetings, briefings and memos of matters discussed at meetings held for curriculum managers. Ensure the department is represented at these meetings.
* Promote links and co-operation with other departments. Encourage department involvement in school-wide initiatives and in the development of whole school policy.
* Be responsible for supporting training, monitoring NQTs and students placed within the department.

**Managing Resources**

* Ensure the effective and efficient management and organisation of learning resources.
* Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
* Ensure that there is a safe working and learning environment in which risks are properly assessed.
* In consultation with the Head of Department, contribute to the department’s Strategic and Improvement Plans and implement the processes by which they will be monitored and evaluated

**Strategic Leadership**

* Assist in preparing the school for Section 48 inspections.
* Identify priorities for improvement within the department and contribute to school self-evaluation and improvement planning.
* Contribute to and respond to whole school developments.
* Use data and other information to inform strategic planning, to identify improvement targets, and to inform the school’s leadership.
* Develop and implement policies and practices for the subject that reflects the school’s commitment to high achievement.
* Analyse current performance of students in the subject throughout the department and devise strategies for improving standards further.
* Evaluate the effects of the department’s work on standards of teaching and learning.

**Further Conditions of Service:**

* To undertake the responsibility of a form tutor as and when required as specified in the generic job description.
* To undertake any other responsibilities as may reasonably be directed by the Headteacher.
* To support and maintain the Catholic ethos of the school as stated in the School Mission Statement.
* Adhere fully to all school policies and procedures.