

JOB DESCRIPTOR

Job Title: KS3 Transition and Curriculum Coordinator	Salary : TLR Responsibility
Responsible for: N/A	Responsible to: Headteacher and Head of Department (English)
Role Summary: To lead and manage a specified area of the curriculum to ensure successful outcomes for the students.	

Main Duties

1. Support the ethos of the Academy. Help create and maintain positive links between the school, home and the local community.
2. Take an active and supportive part in the leadership and management of the Academy and Head of Department, helping to plan, formulate and deliver on academic and pastoral policy.
3. Oversee a programme of English lessons for induction into the school
4. Develop and maintain a high profile around the Academy.
5. Co-ordinate and facilitate some English links between the main Feeder Primary Schools (where feasible) to ensure that the Year 7 is appropriate, challenging and engaging.
6. Support the work of the SENDCO with KS3 students in English
7. Work with the Assessment lead for English to ensure assessment is timely, pertinent and produces meaningful information for next steps in Years 7,8 and 9.
8. Assist curriculum development within the specified disciplines and deliver relevant schemes of work. These will be kept up to date; they will identify skills, concepts and content. There should be cross-reference to resource banks. They will define objectives, teaching methods and evaluation procedures and where appropriate will link with other departmental themes and projects.
9. Assist in the organisation of teaching to ensure that there is efficient and effective teaching and efficient delivery of the curriculum, resulting in successful learning outcomes.
10. Assist the Head of Department to manage meetings, ensuring that information is disseminated to and from these.
11. Ensure that staff absence procedures are followed and that suitable cover work is set.
12. Support the Head of Department in taking responsibility for the designated teaching rooms and general areas. Ensure that there is no litter or graffiti in the area and ensure that any damaged or faulty equipment is repaired or removed.
13. Assess student performance (attainment and progress). Ensure that appropriate action is taken to remedy student under-performance and communicate this through module intervention reports. Liaise with parents and Senior Staff when necessary.
14. Ensure that effective and stimulating teaching is available for all abilities and that interesting resource-led problem solving methods are used where appropriate to enable students of all abilities to achieve their own best performance. Oversee homework, ensuring that appropriate and relevant amounts are regularly set.

- 15. Work with Media teachers to ensure a quality curriculum for Media in Year 9
- 16. Over see and evaluate performance at Key Stage 3 in discussion with the Head of Department and teaching staff
- 17. Manage written reports, ensuring that they reflect students' ability accurately and that they are accurately written.
- 18. In conjunction with teachers regularly monitor the progress of all students, using data effectively to identify students who are underachieving, creating plans of action where necessary to support recover.
- 19. This role will be subject to support and review via Performance Management and the Staff Development Programme. There is also the requirement to carry out the Performance Management of other teaching staff as required.

Acceptance of the Job Description

This role descriptor should be read in conjunction with the Teachers Job description.

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated:

Please sign and return one copy of the Job Description