

JOB DESCRIPTOR

Job Title: KS4 and KS5 Assessment and English Subjects 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. Develop and maintain a high profile around the Academy.
4. Work with the Head of Department to establish core assessment practice and to ensure assessment is timely, pertinent and produces meaningful information for next steps.
5. Co-ordinate the marking of the Core assessments for KS4 and KS5; develop systems to quality assure marking in line with current departmental practice.
6. 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.
7. Work with Media teachers to ensure a quality curriculum and assessment opportunities for Media in Year 9-11.
8. Ensure that staff absence procedures are followed and that suitable cover work is set.
9. 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.
10. 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.
11. 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.
12. Manage the team's module grades, ensuring that they reflect students' ability.
13. Over-see and evaluate performance at Key Stage 4/5 in discussion with the Head of Department and teaching staff.
14. Manage written reports, ensuring that they reflect students' ability accurately and that they are accurately written.

- 15. To carry out such other duties which are within the scope of this post, as directed by the Headteacher or Line Manager.
- 16. 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.
- 17. To plan, co-ordinate and monitor the English Transition work from Year 11 to 12.
- 18. Support the work of the SENDCO with KS4/5 students in English
- 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