



Job title: English KS3 Coordinator

Salary: MPS/UPS plus £3500 Leadership Allowance

Contract Type: Full Time/Temporary (until 31 August 2025)

Reporting to: Curriculum Lead for English

Responsible for: Leadership of KS3 English Liaising with: Headteacher, senior leadership team; managers; teaching and support staff; governors; LA representatives, external agencies, parents, members of the community, Bohunt School partners and lead researchers in education.

MAIN PURPOSE

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To teach English across the range and ability ranges to ensure that individual pupils are challenged to achieve their full potential.
- To coordinate all aspects of English at KS3, working with the English Department to ensure effective provision, delivery, assessment and that relevant CPD is covered.
- To monitor all aspects of on-going assessment in KS3 and oversee the academic progress of students in KS3 in line with the whole school assessment and reporting policy.
- Analyse Planned Piece and Bohunt Education Trust (BET) assessment data at KS3, producing reports and creating intervention plans that are shared and monitored.

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- Attend meetings as required focusing on KS3 progress, curriculum and assessment.

KEY RESPONSIBILITIES

Teaching

- Plan work in accordance with curriculum area pathways and so that it addresses the personalised learning needs of every student and in line with the vision of Bohunt Wokingham.
- To coordinate all aspects of English at KS3, working with the English department to ensure effective provision, delivery, assessment and that relevant CPD is covered.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with associate staff attached to any teaching group.
- Take account of students' prior levels of learning and achievement and use them to set targets for future improvements.
- Set work for students absent from school for health or disciplinary reasons.

- Maintain positive relationships by adherence to the advice given to staff in the Positive Behaviour Management Policy.
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the Behaviour for Learning strategies.
- Provide students with the opportunities to develop the skills required in order to learn.
- Enable students to use their preferred methods and styles of learning where appropriate.
- Set appropriate and demanding expectations for students' learning, motivation, and presentation of work.

- To keep up to date with National developments in English, and in English teaching practice and pedagogy.

Strategic Direction and Development

- To be a dynamic and supportive member of the Department team, playing an important role in its drive to become a leading edge, innovative, high performing Department.
- To work with the Curriculum Leader for English to ensure that work in the curriculum area reflects the school's ethos and maximises outcomes for students at all Key Stages, but particularly at KS3.
- To contribute to the department's quality assurance procedures at KS3 and the English Linked

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Improvement Plan.

- To support the Leadership Team in English to make a significant and notable contribution to the strategic development of the Department.
- Engage positively in the school's arrangements for Performance Management, using the process as an opportunity to develop and improve practice.
- Managing and developing staff and other adults.
- Take a lead role in the provision of high quality CPD within the Department and, where required, across the school.
- Encourage the sharing of best practice through lesson observation and by delivering model lessons.

Assessment, recording and reporting

- To monitor all aspects of on-going assessment in KS3 and oversee the academic progress of students in KS3 in line with whole school assessment and reporting policy.
- Analyse exam and teacher assessment data at KS3, producing reports and creating intervention plans that are shared and monitored.
- Attend meetings as required focusing on KS3 progress, curriculum and assessment.
- Mark, monitor and return work within a reasonable and agreed time span, as determined by Bohunt Wokingham's Assessment Policy, providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Complete student reports in line with policy and as specified in the published calendar.
- Attend the appropriate Parents' Evenings to keep parents informed about the progress of their child.
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and keep appropriate records and personalised learning plans.

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