



HATCH END HIGH SCHOOL

SUBJECT KEY STAGE CO-ORDINATOR

TLR 2A (£2,873)

R&R available for exceptional candidate

JOB DESCRIPTION

At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Head of Subject/ Key Stage Co-ordinator must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and subject aims and objectives. A Head of Subject/Key Stage Co-ordinator plays a key role in supporting, guiding and motivating teachers of the subject. **Heads of subject evaluate the effectiveness of teaching and learning, the subject's curriculum intent, implement and impact. and progress towards targets for students and staff in order to inform future priorities for the subject. The policy and practice of monitoring within a department provides the information for evaluation and action.**

Throughout their work, a Key Stage Co-ordinator ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

JOB PURPOSE

To lead the delivery of a relevant Key Stage under the overall direction of the Head of the Faculty/ Department.

REPORTING

The post holder will report to the Head of Faculty/Department.

RESPONSIBLE FOR

The post holder will have some responsibility for the teaching and support staff allocated to the subject/key stage area.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document. Attendance at school functions beyond the working day.

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the subject/key stage area
- Teaching and learning
- Support the Head of Faculty in Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

Specific responsibilities include (these may vary slightly according to different departments):

- To lead, manage, develop, and be accountable for the subject team and curriculum at the relevant Key Stage in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

- Leading on the implementation of Schemes of Learning and associated assessment points, providing a coherent development of the subject curriculum to support pupil success.
- Working with individual teachers on the monitoring of progress in their classes and the co-ordination of targeted intervention for underachieving students, including strategies to identify and monitor these students and assist with any external intervention.
- To be accountable for the strategic development of strategies for more able pupils on entry to the relevant Key Stage, via a range of teaching and learning strategies.
- To liaise with the EAL and DSEN staff to monitor support and interventions linked to the subject.
- Support the Head of Faculty in the efficient and effective deployment of staff and resources.
- To support Departmental Monitoring and Review, observations and relevant paperwork in line with school policy and as requested by HOD / SLT.
- Research into new developments within the relevant Key Stage: investigating and piloting new initiatives in curriculum design resources and teaching strategies.
- Working with other post holders to ensure fluid transitions between key stages and appropriate Information, Advice and Guidance.
- To share good and outstanding practice by running staff training sessions as appropriate.
- To ensure effective communication with parents/carers, so they are kept up-to-date with assessment and curriculum developments and their child's progress.
- To play a key role in the resolution of behaviour management incidents, ensure department policy is implemented and escalations processed.
- To assist the Head of Faculty in setting relevant cover work in the absence of the class teacher and to monitor the delivery of cover work.
- To conduct visits to partner schools and invite schools to review the department's provision of various aspects of subject curriculum and pedagogy.
- To undertake and disseminate research regarding various aspects of subject pedagogy, partake in any professional development to perform the role effectively and evaluate the effectiveness of delivery.
- To contribute to the enrichment of the subject outside the classroom.

ACCOUNTABILITIES

The strategic direction and development of the subject

- To contribute to an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments, including assessment, in the subject area and teaching practice and methodology.

Teaching and learning

- To contribute to the leading of the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework is set in line with school policy, recorded on Microsoft Teams.

Leading and managing staff

- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.

- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.

Pupil progress and standards of achievement

- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on pupils and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

The efficient and effective deployment of staff and resources

- To support the Head of Faculty/Department to manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.

Other Specific Duties

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2022



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PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING

- University graduate.
- Postgraduate teaching qualification/QTS.
- Evidence of continuing professional development.

2. TEACHING and PASTORAL EXPERIENCE

- At least one years successful teaching experience, in an urban comprehensive environment.
- Teaching experience in at least 2 Key Stages.
- Evidence of consistently good and outstanding teaching and learning.
- Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement.
- Evidence of pastoral experience, including taking responsibility for a form group.
- Evidence of excellent classroom management skills.
- Outstanding knowledge of Assessment Practice in the National Agenda.
- Excellent subject knowledge.
- Excellent knowledge of current curriculum development in your subject area.
- The ability to use ICT effectively to engage students.
- The ability to differentiate to provide appropriate challenges for all learners.
- An interest in the wider curriculum outside the classroom.

3. LEADERSHIP AND MANAGEMENT

- Evidence of potential to lead an area of the curriculum or key stage.
- The ability to inspire, enthuse, develop and support colleagues.
- The ability to evaluate and improve standards of teaching and learning within a department.
- Experience of conducting Performance Management and desire to develop other colleagues.

4. PERSONAL QUALITIES

- A willingness and flexibility to work outside normal school hours.
- A willingness to learn and develop new skills.
- The ambition to continue to progress in your career.
- A desire to make difference to the lives of young people.
- An excellent attendance record.
- Resilience and a sense of humour.

5. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT

- A proven commitment to inclusion.
- A proven commitment to curriculum access and opportunity.
- A proven commitment to comprehensive education.
- A proven commitment to professional development.
- Support for the school's specialist status.
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.