



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

EXCELLENCE COORDINATOR

JOB DESCRIPTION

JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Please note 'department' or 'subject' relates to any departments/subjects of responsibility.

1. Strategic Direction and Development of the School

- 1.1 Provide inspiring and purposeful leadership for the students within a caring and secure Islamic environment.
- 1.2 Work in partnership with the Principal, Senior Leadership Team, Local Governing Body, Trust (Star), staff, students and parents in generating the ethos and values which underpin the school enriched by mutual care and respect extending into the local community.
- 1.3 Work within the overall aims and objectives of the school.
- 1.4 Promote and deliver the priorities and policies of the school by contributing to School Improvement and Development Planning, by consistently and persistently implementing agreed policies and initiatives and adhering to the school's ethos within and beyond the school.
- 1.5 Liaise as required with a range of educational partners, internal and external, to underpin the raising of student attainment.
- 1.6 Support the school's home and community liaison work through the appropriate participation in events.

2. Leadership

- 2.1 Support the across all curriculum areas to improve the number of GCSE grades at 9-7.
- 2.2 Uphold Trust Quality Standards across the department.
- 2.3 Ensure that designated subject area delivers outstanding levels of achievement and attainment.
- 2.4 Assist colleagues in the planning and delivery of the schemes of work and provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students.
- 2.5 Support Directors of Learning on developing teaching and learning for subject pedagogy within the faculty that will stretch and challenge the most able.

- 3.1 Participate in departmental meetings and keep records of matters discussed and decisions taken that support the excellence coordinator role/initiatives.

3. Management of Students

- 3.2 Be aware of targeted students in each teaching group at KS4.
- 3.3 Provide schemes of work that ensure continuity and progression in the subject for all students, including those of high ability and those with learning support needs.
- 3.4 Identify, after consultation with colleagues, able and talented students and arrange appropriate action and intervention to stretch and challenge them in order to achieve, or exceed, their target grades.
- 3.5 Promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every student.
- 3.6 Provide careers advice relevant to the department that raises aspirations for the most able.
- 3.7 Initiate and foster extra-curricular activities which widen students' appreciation of the subject and contribute to the general life of the school.

4. Management of Resources

- 4.1 Plan and administer the development and storage of equipment, books and other resources that support the most able.
- 4.2 Ensure that all KS4 classrooms present stimulating environments which help to influence students' attitudes positively towards the subject.

5. Planning and Development

- 5.1 Plan and co-ordinate work that supports the excellence agenda in the Department and disseminate information efficiently.
- 5.2 Plan, implement and review syllabuses, teaching schemes, assessment policies and reporting procedures to identify opportunities for extending the learning of the most able to support their attainment.
- 5.3 Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.
- 5.4 Keep abreast of current developments at KS4, especially initiatives that stretch the most able, and adapt curriculum content and methods of teaching and examining as appropriate.
- 5.5 Consider such developments in the context of the school's philosophy for the curriculum as a whole.

6. Monitoring and Evaluation

- 6.1 Analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- 6.2 Ensure targeted students' work is regularly assessed and that homework is in line with school policy
- 6.3 Use information gained from assessment, recording and reporting procedures to generate further improvement in student achievement.

7. Communication and Liaison with other Colleagues

- 7.1 Represent Grade 9-7 pupils in appropriate meetings.
- 7.2 Ensure the line manager and Principal is informed on all issues concerning the department.

- 7.3 Liaise with the examinations team in issues relating to external examinations.
- 7.4 Maintain effective relationships with other middle and senior leaders in the school.
- 7.5 Maintain appropriate links with teaching colleagues in all sections of Star Schools.
- 7.6 Liaise with other schools, post 18 education providers and local employers where appropriate.

8. Communication with Parents and the Wider Community

- 8.1 Establish a partnership with parents of targeted students to involve them in their child's learning of the subject.
- 8.2 Provide information for parents of targeted students about curriculum, attainment and progress.
- 8.3 Ensure an accurate picture of support and challenge is represented at Consultation Evenings for targeted students.
- 8.4 Assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual students.
- 8.5 Develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

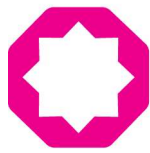
9. Other Responsibilities

- 9.1 Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- 9.2 Take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- 9.3 Carry out any such duties as may be reasonably required by the Principal or Chief Executive.
- 9.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 9.5 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 9.6 Contribute to the wider life of the Trust and the Star community.
- 9.7 Carry out any such duties as may be reasonably required by the Trust.

10. Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.'



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	A degree (2ii or above) in the relevant subject.	E	✓	
2.	Qualified Teacher Status.	E	✓	
3.	Evidence of Continuous Professional Development.	E	✓	✓
EXPERIENCE				
4.	Track record of delivering 'outstanding' teaching.	E	✓	✓
5.	Successful and sustained delivery of outstanding attainment and achievement.	E	✓	✓
6.	Innovation & creativity to engage, enthuse & progress learners.	E	✓	✓
7.	Effective management of people and team of professionals within a school setting.	E	✓	✓
8.	Use of data to plan and implement intervention strategies to raise academic performance.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to teach to GCSE standard.	E	✓	✓
10.	Ability to develop and disseminate effective learning and teaching and classroom management strategies.	E	✓	✓
11.	Ability to communicate, verbally and written, with a range of people and groups.	E	✓	✓
12.	Knowledge of effective intervention strategies to raise attainment.	E	✓	✓
13.	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E	✓	✓
14.	Knowledge of curricula, specifications and assessment criteria of the leading subjects within the relevant faculty.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
15.	Ability to prioritise conflicting demands.	E	✓	✓
16.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor student progress effectively.	E	✓	✓
17.	ICT skills to develop, manage and report on performance data.	D	✓	✓
PERSONAL QUALITIES				
18.	A passionate belief in the school's mission statement, including education in a school with a strong faith ethos.	E	✓	✓
19.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners.	E	✓	✓
20.	A strong belief in the value of education in developing citizens.	E	✓	✓
21.	Highly organised, literate and articulate.	E	✓	✓
22.	Highest levels of professional and personal integrity.	E	✓	✓
23.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
24.	Personal resilience, persistence and perseverance.	E	✓	✓
25.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓