**Key Stage 5 Coordinator Job Description**

**Payscale: TLR2B**

**Major responsibilities will be:**

**Quality of learning:**

• Monitor and develop the internal tracking system (ARR) within English Faculty subjects

• supporting staff in monitoring student achievement and progression and informing students, staff

and parents of student’s progress and achievement

• To ensure timely and appropriate assessments are in place

• To ensure appropriate intervention is in place to support progress

• To be responsible for curriculum mapping across subjects: to plan coverage, diversity, content

and progression; ensuring SOW and resources are in place

• To support the school’s literacy policy

**Supporting Staff:**

• To support the Head of Department with monitoring teaching and learning in-line with school policy,including lesson observations, QA compliance and objective-setting

• To support the running of Department meetings; taking a lead on relevant sections

• To run Department meetings; disseminating exam and whole school changes to relevant staff and to provide relevant training to staff

• To be responsible for successful transition; to ensure that staff have essential target setting and personal information on students as necessary.

• To form part of the wider management team operating within the faculty; to deputise for and support the Head of Department or the second in Department where necessary;

• To be an active member of school policy groups or working parties as appropriate and keep abreast of teaching and learning developments; to disseminate these developments to all staff, including organising meetings and training as appropriate.

• To implement subject specific strands relevant to the School Transformation Plan

• To support the HOD with the setting of cover

• To support the Schools behaviour system

**Ethos and Environment:**

• To ensure that practical areas, such as classrooms and displays are of a high quality.

• To adhere to and promote health and safety procedures.

**Whole School:**

• To undertake any other duties as may be required from time to time as negotiated with the Principal.