

## **Job Description**

### **Westlands School**

**Job Title: Key Stage 3 Coordinator of English**

**Grade: TLR Position**

**Responsible to: Assistant Headteacher English**

#### **Purpose of the Job:**

- Develop literacy across the curriculum in collaboration with subject leaders and other appropriate staff.
- Promote reading, writing, speaking and listening across the school.
- Develop and refine the whole school literacy policy.
- Ensure that literacy is celebrated in school.
- Provide CPD for staff, including teachers in training, where needed.
- Promote Literacy to staff, pupils and parents.
- Develop parental support for literacy.
- To lead contributions to the School Improvement Plan that relate to Literacy.
- To support the development of teaching and learning by providing exemplary practice for other teachers to observe.
- Be a key member of the Teaching and Learning Team supporting with book checks and guidance to staff on marking for literacy.

#### **Main duties and responsibilities (Accountabilities):**

- Responsibility for Key Stage 3 curriculum
- To ensure all schemes of work are in place and updated yearly
- To ensure a lesson break down is available for each scheme of work
- To monitor and update the department shared area for your key stage
- To lead the department in the data drop system: ensuring staff are completing each term and that pupils who are falling behind are identified and intervention arranged
- To contact parents, arrange a 1:1 session, provide extra work or and OSL session when pupils are identified as underachieving.
- To ensure staff are storing examples of pupils' work correctly

- To lead regular moderation sessions to ensure department marking is consistent, (offering support where it is not)
- To lead the examination process, including the setting of internal examinations and providing a leadership presence in the examination hall on the days when examinations take place
- Responsibility for collecting results data and producing a full analysis that identifies areas of strength and weakness
- To provide the English Leader with regular updates on pupils' progress following analysis of tracking sheets, data drop and reports
- To lead the development of teaching and learning by carrying out observations of teaching within the key stage and across the department and providing exemplary practice for other teachers to observe
- To lead sections of departmental meetings and Inset time that relate to your key stage
- To lead contributions to the department DIP that relate to your key stage and responsibility.
- To assist the English Leader in development of new staff, ensuring they are fully trained and have all necessary resources
- To assist the English Leader in the management of pupil behaviour in your key stage by issuing reports, contacting parents and helping staff develop a range of strategies to deal with the behaviour in the classroom
- To assist the English Leadership team in setting cover work for absent colleagues
- To organise a weekly OSL session.
- To assist the English Leader in the spellchecking of reports.

*This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*