



CROFTON ACADEMY JOB DESCRIPTION

Job Title: CO-ORDINATOR OF ENGLISH

Grade: MAIN PAY SCALE WITH TLR 1C
(L8-12 may be applied)

Reporting to: ASSISTANT
HEADTEACHER/HEADTEACHER

Location: CROFTON ACADEMY

Key Outcomes/Activities:

Job Purpose

To raise attainment in English across Key Stage 3 and 4, by:

- leading, managing, developing and inspiring the English department, evaluating and monitoring teaching to ensure consistent performance by all;
- monitoring, tracking and reviewing student progress in English reporting to Leadership Group and as required to Governors;
- developing in consultation a range of stimulating relevant courses and resources appropriate to the needs of Crofton students;
- evaluating the effectiveness of courses and initiatives, and to oversee the provision and evaluation of assessment procedures to optimise student achievement;
- leading by delivering consistently outstanding teaching to ensure learning enables all students to make progress and achieve high standards;
- carrying out the professional duties of a qualified teacher in line with the School's expectations and the teachers professional standards at all times.

Teaching and Learning

- To ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.

- To use teaching methods which keep students engaged, including a variety of teaching and learning styles, stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- To ensure clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught, using appropriate differentiation skills.
- To provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- To set appropriate and demanding expectations and targets for students' learning and motivation, building on prior attainment.
- To remain updated with regards the SEN register seeking specialist advice to ensure appropriate differentiation and personalised support for students with special or additional needs.
- To remain updated with specialised subject knowledge to be able to cope confidently with student's subject related questions.

Leadership and Management

- To be accountable for student progress and standards of attainment at KS3 and KS4.
- To continue to develop work on methods of assessment for learning making a whole school contribution in this fundamental area.
- To ensure that accurate records of each student's attainment and progress are maintained by all.
- To ensure the effective setting and marking of internal examinations, assessments, students' progress reports in line with deadlines consistently across the department.
- To lead and line manage the English Teachers.
- To ensure the team covers the syllabus and schemes of work in line with the School requirements, instigating the development of new methods of teaching, course enrichment, cross curricular links, literacy, numeracy and ICT innovation.
- To ensure teachers planning folders are regularly assessed, their lessons observed, ensuring homework is regularly set and effectively marked with feedback to parents in line with the School's policy.
- To raise immediately and feedback directly to staff regarding any performance concerns, taking advice from the Leadership Group as required.
- To promote reflection and collaboration as methods of improving learning within the department and across school.
- To have oversight of ITT students on placement within the English department, ensuring effective communication, support and encouragement from the mentor and English team.
- To oversee the performance management process within the department, working alongside the Leadership Group.

- To ensure teaching and support staff are effectively deployed within the department at all times.
- To lead and develop extracurricular English related activities in consultation with the team.
- To drive forward new and established English initiatives in liaison with relevant staff.
- To ensure the smooth running of public examinations entries in liaison with the Examinations Officer.
- To facilitate, lead and take action as appropriate from department meetings.
- To be responsible for the annual budget for the department, ensuring appropriate and cost effective resources are secured in a timely manner and in keeping with best value.
- To keep abreast of national developments and assessment within English.
- To participate in the recruitment and selection process as vacancies arise.

Safeguarding Young People

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for students within your mentoring form and also to ensure your classroom is a safe environment for students to learn. To ensure this is reflected across the department.

Monitoring, Evaluation and Data Analysis

- To meet with a member of the Leadership Group for Standard Review Meetings, preparing and delivering all required information.
- To maintain an accurate record of students' progress, homework and assessments.
- To assess how well learning objectives have been achieved and use this assessment for future teaching.
- To mark and monitor students' class and homework within a reasonable time frame, providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level/grade of achievement and know what they have to do to raise their level of achievement, ensuring consistency across the department.
- To collate and analyse Key Stage student data to inform intervention strategies and appropriate action plans for students.

Attendance and Behaviour

- To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the school's Behaviour policy to ensure all students are treated fairly.
- To set work for students absent from school for health or disciplinary reasons.

- To seek advice as required from colleagues regarding support or intervention when behaviour or attendance concerns arise.
- To apply the Behaviour Management systems so that effective learning can take place.
- To record student attendance in a timely manner.
- To play a pivotal role in rewarding student achievement and positive behaviour.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To lead on delivering and maintaining positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns.
- To liaise with the Head teacher should written correspondence to parents be required.
- To attend Parents' Evenings to keep parents informed of progress, coaching colleagues who may need support in building positive relationships with parents.
- To prepare accurate reports to parents/carers regularly.
- To establish effective working relationships with colleagues and other professionals.
- To take the lead on liaising with agencies responsible for students' welfare.

Manage Own Performance and Development

- To take responsibility for your own professional development, keeping up to date with research and developments in pedagogy and in the subjects taught.
- To set a good example to students in terms of presentation and personal conduct.
- To constantly evaluate your own teaching critically and use this to improve effectiveness.
- To engage actively in the performance management and review process.

General Academy Responsibilities

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.
- To be a Group Tutor and teach PSHCE as required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST COORDINATOR OF ENGLISH		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> - Degree in a relevant subject - QTS as an English Teacher 	
Experience	<ul style="list-style-type: none"> - Proven success of developing colleagues in order to ensure standards are raised. - Experience of responsibility within a department - Ability to motivate and inspire others: both colleagues and students - Proven success of consistent and effective teaching and learning in English within a secondary school - Experience of line managing colleagues successfully in their CPD requirements. 	<ul style="list-style-type: none"> - Experience of leading a team or a whole school project, where impact on results and improvements can be exhibited.
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> - Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people - Up to date knowledge of English curriculums - Ability to create innovative resources and new learning opportunities - Ability to evaluate and improve the teaching practice of self and others - ICT skills appropriate for teaching and learning - Consistently good/outstanding classroom management 	

Personal Qualities:	<ul style="list-style-type: none"> - Passionate about subject area - Leads by example with high professional standards - Time management skills - Flexibility - Innovative approach to teaching and learning - An effective communicator and motivator of pupils and colleagues 	<ul style="list-style-type: none"> - Willingness to take part in extracurricular activities
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Responsibilities for Resources:

Line Management Responsibilities: English Teachers

Financial Responsibilities: The job involves some direct responsibility for financial resources.

Physical Resources: The job involves some direct responsibility for physical resources.

Responsibility for People: Has responsibility for the English Teachers.

Responsibility for Policy Development: The jobholder has no direct responsibility for policy Development. However all staff are expected to be involved in policy consultation.

Responsibility for Student Outcomes: The jobholder should support students on a daily basis, with encouragement to reach their full potential in English, English Literature and across the range of subjects taught at the Academy.

Working Conditions: The jobholder will work within the English Department on a daily basis.

Main Contacts: Students, teachers, Leadership Group and other Schools/Academies within the district.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: January 2017

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.