



**JOB DESCRIPTION**

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| <b>Job Title:</b>                       | KS4 Co-ordinator of English   |
| <b>Leadership responsibility point:</b> | TLR2  |
| <b>Overall Purpose:</b>                 | <ul style="list-style-type: none"> <li>• <b>General</b><br/>To fulfil the requirements for a Main Scale teacher and, in addition, have a positive impact by providing leadership and day to day operational management of KS4 English.<br/><br/>The KS4 Co-ordinator will assist the Subject Leader in the development of staff to ensure the continued progress and development of the English department.<br/><br/>The KS4 Co-ordinator will lead developments in subject knowledge, curriculum planning and teaching methodology at KS4.<br/><br/>The KS4 Co-ordinator will co-ordinate resources across the curriculum.</li> <li>• <b>Curriculum</b><br/>To lead the development of KS4 in line with government proposals and Exam Board specifications.<br/><br/>To ensure the schemes of learning and assessments are developed to enhance the learning experience and ensure there is appropriate differentiation and enrichment.<br/><br/>To analyse and report KS4 results and make recommendations to the department to ensure progress is made by all pupils, particularly vulnerable groups.<br/><br/>To assist the Subject Leader with the monitoring process to ensure teaching and learning is at an outstanding level.<br/><br/>To assist the Subject Leader in delivering at Parent Information events.<br/><br/>To keep up-to-date with national developments in English and teaching practice or methodology.</li> <li>• <b>Pupils</b><br/>To assist the Subject Leader with aspects of Pupil Voice, eg. organising pupil interviews and feedback to the department.<br/><br/>To organise the mock exams for English Language and English Literature.<br/><br/>Contribute and attend RA meetings with other EBACC Co-ordinators.<br/><br/>To co-ordinate intervention strategies for KS4 pupils. Track and monitor intervention groups.</li> <li>• <b>Wider Community</b><br/>Support the Subject Leader in making links at KS5.<br/><br/>Support the organisation of trips and experiences across the department.</li> <li>• To undertake other duties as may be required from time to time.</li> </ul> |
| <b>Postholder reports to:</b>           | Subject Leader  |

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.