



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	KEY STAGE 4 COORDINATOR FOR ENGLISH
Salary / Grade:	UPS / MPS – TLR2B
Responsible for:	Key Stage 4 English
Responsible to:	Head of English

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

Purpose:

To provide high quality English teaching across KS3, KS4 and KS5 as well as to lead and coordinate the provision of English at KS4.

MAIN (CORE) DUTIES

Teaching English at KS3, KS4 and KS5 English Literature and English Language.
General teaching duties as expected for a Classroom Teacher.
Being a positive and proactive member of the English, Media and Film Studies Team.

Teaching and Learning

1. Teaching English at KS3, KS4 and KS5 as required. Previous experience of teaching KS5 English Language would be desirable.
2. Contribute to the Department's bank of resources for the teaching of English at all key stages and assist in the production of materials which take into account students of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of schemes of work at Key Stages 3, 4 & 5.
4. Plan and evaluate work in accordance with departmental policy.
5. Work effectively with colleagues, providing support and help as required.
6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.
7. Contribute to developing enrichment activities in the department. Assist in contributing to high quality displays in English classrooms.

Leadership and Coordination of Key Stage 4

1. To lead the department in short, medium and long-term planning for KS4 teaching.
2. To review, evaluate and lead the writing of schemes of work.
3. To co-ordinate mock assessments and ensure that they are fully resourced.
4. To use school and departmental systems to track and monitor pupil progress and intervene as appropriate.



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5. To undertake monitoring of pupil work and advise the HOD on issues that arise, including the implementation of the IDMAP.
6. To contribute to the writing and implementation of the DDP.
7. To contribute to the analysis of exam results and the identification of targets for further development.
8. To ensure that stock and resources are well maintained and to advise the HOD of issues arising.
9. To contribute to department behaviour management procedures.
10. To liaise regularly with KS4 teachers about progress, concerns and successes.
11. To take a leading role in the development and delivery of GCSE intervention work.
12. To organise exam entries and ensure relevant procedures are followed.
13. To lead the organisation of the recording, standardising and submission of the spoken language aspects of the GCSE course.
14. To co-ordinate the grouping of pupils as they move from Year 9 to 10 and to implement any subsequent set changes that are required.
15. To ensure that the Department is kept regularly informed of developments to the curriculum or examination processes, and to attend relevant exam board Inset in order to further develop curriculum delivery.
16. To coordinate the department's Firefly and Educake provision.
17. To develop and maintain the department's in-class and corridor display.
18. To take a lead role in mentoring trainee and early career teachers.
19. To take a lead role in arranging external and internal enrichment opportunities for KS4.

Assessment, Recording and Reporting

20. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.
21. Mark and return work set, including homework, in line with school and departmental policy.
22. Adhere to the school's Assessment and Marking Policy.
23. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.

Any other reasonable duties as directed by the Principal.