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| <b>Job Title</b>      | <b>Key Stage 3 Coordinator for English</b>                        |
| <b>Grade/Salary</b>   | Teacher Pay Scales plus TLR 2b                                    |
| <b>Date Required</b>  | September 2026  |
| <b>Interview Date</b> | Interviews will be arranged as suitable applications are received |
| <b>Reporting To</b>   | Head of Faculty   |

## Details

We are looking for an enthusiastic and experienced KS3 Coordinator in English to join our dynamic team and contribute to the continuous improvement of our English curriculum. As the KS3 Coordinator in English, you will play a pivotal role in leading and managing the English curriculum for Key Stage 3. You will work closely with the Head of English and other team members to ensure high standards of teaching and learning are maintained. This role is perfect for a passionate educator who is eager to make a positive impact on students' educational experiences and outcomes.

## Key Responsibilities:

- Lead the planning, development, and implementation of the KS3 English curriculum.
- Monitor and evaluate the effectiveness of teaching and learning strategies within KS3 English.
- Support and mentor KS3 English teachers, promoting best practices and continuous professional development.
- Analyse student performance data to identify areas for improvement and implement targeted interventions.
- Collaborate with colleagues to ensure a smooth transition for students moving from KS2 to KS3 and from KS3 to KS4.
- Contribute to the development and implementation of whole school policies and initiatives.
- Foster a positive and inclusive learning environment that encourages student engagement and achievement.

## Key Responsibilities as Key Stage Coordinator:

### Leadership and Management

- Support and model the Departmental expectations and ethos.
- Lead and promote high quality teaching & learning throughout the school by modelling & sharing good practice, embracing innovative ideas and motivating staff to become good & outstanding practitioners.
- Undertake quality assurance processes across the department, including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Liaise with Lead Practitioner: Staff Development to deliver, facilitate and oversee CPD needs and opportunities.
- Meet regularly with line manager to review the progress of all students and objectives identified in the Subject and whole school improvement plan.
- Meet regularly with other Key Stage Coordinators to ensure continuity and a joint and consistent approach across the subjects.
- Meet regularly with the Lead Practitioners for Intervention and Staff Development to ensure that they are clear on subject needs across the department

Headteacher: Sarah Cox, BA (Hons)

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- Take initial responsibility for the care, welfare and safety of staff in your subject including safeguarding and health & safety issues related to your subject.
- Evaluate the impact of your leadership on the quality of teaching and learning.
- Lead and assign proportionate responsibility amongst team for detailed curriculum development in line with national guidelines.
- Oversee the allocation of students to groups; decisions on tiers of entry etc.
- Monitor and evaluate the effectiveness and suitability of Schemes of Work.
- Ensure that topic tests and end of year or mock exams are fit for purpose, cover content and grade range and that format is representative of external exams
- Lead Department meetings, where identified or according to the calendar, with a published agenda.
- Ensure that all assessments are standardised and moderated across the subject.
- Liaise with Exam boards to ensure that the department has latest information regarding exam regulations, curriculum changes and access to support materials.
- Work with relevant platforms to ensure that resources & support materials are accessible and being used.
- Meet with parents to discuss options at transition between Key Stages.

In accordance with the criteria & factors for Teaching and Learning Responsibility Payments you will be required to meet the following standards whilst working with other relevant teachers in the department:

## 1. Leading, developing and enhancing the teaching practice of others:

- Maintain expertise relating to subject area, courses available and curriculum developments, and share this with other team members.
- Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.
- Through discussion with the line manager, plan and implement strategies to improve teaching where needs are identified.
- Support the induction of new staff and trainees, of all levels
- Support and help monitor new staff.
- Oversee the work of cover teachers/supply staff and teaching assistants.
- Monitor the standard of attainment reports issued to parents and take action to ensure that they are of good quality, accurate and on time.

## 2. Impact on educational progress beyond assigned students:

- Maintain a current curriculum map for each key stage, with detailed planning of intent, implementation and impact, to include: timings & learning outcomes for each unit of work.
- Lead actions to contribute to overall school self-evaluation.
- Ensure that assessment targets are communicated to each student.
- Ensure that students are regularly and accurately assessed and that teachers' planning and intervention leads towards agreed targets.
- Monitor standards of work and achievement against actual targets.
- Monitor standards of student behaviour and application, ensuring that the school's Behaviour and Rewards and Sanctions policies are implemented.
- Plan and implement strategies where improvement needs are identified.

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### 3. Accountability for leading, developing and managing:

Provide the Head of Faculty, Headteacher and Governors with relevant subject and student performance information to include:

- Subject improvement plan, including department actions in response to published school improvement priorities
- Subject self-review
- Detailed analysis of your responsible Key Stage attainment at review points in the year
- Updated sections of prospectus, options booklet and other documentation as required.

### 4. Additional Responsibilities:

All teachers are expected to contribute to the following:

- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities.
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Intervention and support for students.
- Liaising with parents/carers.
- Safeguarding & Child Protection
- Health and Safety
- Upholding the School's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.

The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the school in a range of ways. It is departmental policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

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| Category                        | Essential   | Desirable   |
|---------------------------------|---|---|
| <b>Application</b>              | <ul style="list-style-type: none"> <li>• A fully completed application form</li> <li>• Two suitable references (any School references must be from a Headteacher)</li> </ul>  |   |
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>• Holds a relevant degree in English.</li> <li>• Qualified teacher status</li> </ul>   | <ul style="list-style-type: none"> <li>• 2.1 degree or better in English related field</li> </ul>   |
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>• Proven track record of outstanding teaching practice in English.</li> <li>• Experience in curriculum development and implementation.</li> <li>• Demonstrated ability to improve student outcomes.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in a similar role in another school.</li> </ul>   |
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>• Commitment to CPD in improving themselves as a practitioner</li> </ul>   |   |
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>• Ability to deliver consistently good teaching and learning</li> <li>• Ability to inspire and motivate students</li> <li>• Good communication and interpersonal skills</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to deliver outstanding teaching and learning</li> <li>• Experience of analysing data and acting on it to drive improvement</li> </ul>  |
| <b>Special Knowledge</b>        | <ul style="list-style-type: none"> <li>• Deep understanding of the English curriculum and current educational practices.</li> <li>• Knowledge of strategies for raising achievement and promoting student engagement.</li> </ul>  |   |
| <b>Personal Attributes</b>      | <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Caring attitude towards students and parents</li> <li>• A good health and attendance record</li> <li>• Emotional stability, can cope with pressure and use humour to good effect</li> <li>• Excellent work ethic</li> <li>• Well presented</li> <li>• Excellent communicator</li> <li>• Good attendance and punctuality record</li> </ul> | <ul style="list-style-type: none"> <li>• Ambition to progress further in due course</li> <li>• Flexibility and adaptability in order to be able to mix and work with a wide range of people</li> <li>• Interests beyond teaching/school</li> <li>• Experience running or being part of extra-curricular clubs and events</li> </ul> |