



JOB DESCRIPTION

KS3 Co-Ordinator of English

REPORTS TO:	Faculty Lead
PAYSCALE:	TLR 3 £2000
LOCATION	Mark Hall Academy
TERMS:	You will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Head of School.
CONTRACT:	Full Time – Fixed-Term 1 September 2026 to 31 August 2027

PURPOSE OF THE JOB

- To lead the development and implementation of a high-quality, ambitious KS3 English curriculum that builds secure foundational knowledge, skills and a love of literature and language.
- To drive and monitor the quality of curriculum planning, teaching and assessment across KS3 English aligned with the school learning cycle, ensuring consistency, challenge and effective progression for all students.
- To work closely with the Head of English to design, review and refine the KS3 curriculum, ensuring it prepares students with the knowledge and skills required for success.
- To lead the development of effective assessment practices that accurately measure student progress, inform teaching and identify opportunities for timely intervention and curriculum improvement.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Accountability

- Responsible to the Head of English
- Accountable for KS3 curriculum, progress and teaching in English

Key Responsibilities:

Curriculum and Teaching

- Lead the planning and implementation of a coherent, ambitious KS3 English curriculum that secures strong foundational knowledge, disciplinary understanding and a love of reading, writing and oracy.
- Ensure consistency and quality of teaching across KS3 through well sequenced curriculum planning, evidence-informed pedagogy, clear routines and effective modelling.
- Lead KS3 collaborative planning, DIT and subject knowledge development

Monitoring and Improvement

- Monitor and track the quality of teaching and curriculum implementation through learning walks, book looks and work scrutiny
- Identify strengths and areas for development and act on them quickly in Department CPD.
- Provide targeted coaching and support to secure improvement

Assessment and Intervention

- Ensure assessment is precise, consistent and used effectively
- Track student progress rigorously and lead timely, impactful intervention
- Evaluate the impact of interventions and adapt provision accordingly

Outcomes and Standards

- Maintain high expectations for teaching, learning and student achievement across KS3.
- Ensure all groups, particularly disadvantaged and SEND students, make strong progress
- Work with the Head of English to ensure smooth curriculum progression and transition from KS2 to KS3 and from KS3 to KS4.

Wider Contribution

- Champion reading, literacy and oracy across KS3, supporting whole-school literacy priorities.
- Contribute to department and whole-school improvement priorities
- Work collaboratively within the faculty and across the Trust to strengthen practice

Additional Expectations

- Fulfil the role of a classroom teacher in line with the BMAT teacher standards
- Play a full role in the life of the school

Additional duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To develop a calm learning atmosphere by completing lunch duties each week as required by the Executive Head and Head of School

- To support student progress by completing one homework club session and/or one enrichment/booster session after school each week as required by the Executive Head.

Other specific duties:

- To continue personal development as agreed.
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health and Safety policies and procedures are followed
- To actively engage in the performance review process.
- To undertake any other duty as specified by the Executive Head not mentioned in the above
- To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Executive Head & Head of School to carry out appropriate duties within the context of the job, skills and grade.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – KS4 Co-Ordinator of English

		Essential	Desirable
Qualifications and documentation	Honours Degree	X	
	Qualified Teacher Status in subject area relevant to the Subject	X	
	Enhances DBS & validated references	X	
	Eligibility to work in the UK	X	
	Evidence of further professional development relevant to the post	X	
Experience	Proven record as an outstanding teacher with a proven track record of securing outstanding outcomes for students over the last three years (depending on experience)	X	
	Experience of leading, managing and supporting activities in a classroom environment	X	
	Experience of working with children and young people	X	
Knowledge	An understanding of the expectations Ofsted Framework regarding effective teaching & learning	X	
	Good knowledge of Microsoft Office	X	
	Good knowledge of curriculum	X	
	Understanding of assessment issues, including the practical use of data in planning and raising standards	X	
	Understanding of safeguarding requirements	X	
	Understanding the qualities of good teaching, effective learning and how these can be applied to raise student attainment.	X	
Skills / Competencies	Ability to relate well to children and adults	X	
	Ability to work independently and manage workload	X	
	Ability to communicate effectively to colleagues, students and parents	X	
	Ability to form and maintain appropriate relationships and demonstrate personal boundaries with children and young people	X	
	Attention to detail		
	Can maintain and actively promote high standards of student behaviour	X	
	Discretion, tact and diplomacy	X	
	Good numeracy/literacy/ICT skills	X	
	Work constructively as part of a team, follow instructions, understand roles and responsibilities	X	

Personal Qualities	Characterised as:		
	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning	X	
	A high level of personal integrity	X	
	Highly motivated and inspirational in the classroom	X	
	Committed to safeguarding children	X	
	Commitment to the overall success of the school	X	
	Calm under pressure and flexible in approach	X	
	Emotionally intelligent and self-aware	X	
	Positive attitude to use of authority and maintaining discipline	X	
	Enjoys working in new and challenging situations	X	
	Reliable and trustworthy	X	
	Proactive, enthusiastic, optimistic and innovative	X	
	Flexible and adaptive approach to work	X	
	Professional working attitude	X	