



SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION

Effective Date:

1. DESCRIPTION	Key Stage Coordinator of English
1.2 MAIN PURPOSE OF JOB	To be accountable for the leadership, management and development of all aspects of KS5 in the English department.
1.3 POSITION IN ORGANISATION	The post holder is accountable to the Curriculum Leader for English. Direct line management is carried out by the Deputy Headteacher (Learning).
1.4 MAIN ACCOUNTABILITIES	<ol style="list-style-type: none">1. To lead and manage an effective delivery of all Advanced level courses.2. To contribute to the curriculum development for Key Stage 5.3. To keep up to date with national developments in Post 16, including vocational education and teaching practice and methodology in English.4. To ensure that the Sixth Form English curriculum planning takes account of the range of abilities, diversity, values and experience of the school and community at large.5. To monitor academic progress to include the use of national benchmarking tools such as ALPS, FFT and ALIS6. In conjunction with the Deputy Headteacher, set targets for individual students7. To ensure effective use of the Sixth Form Schemes of work and maintenance of the resources and materials.8. To manage any budget allocated to the Sixth Form teaching of English.9. To co-ordinate, prepare and maintain enrichment programmes in Key stage 510. To organise and lead on tracking progress and implementing strategies of intervention to improve outcomes.11. To ensure effective behaviour management systems are in place in line with wider school policies.12. To operate as part of the English Team and attend all relevant meetings13. To contribute, in a wider school capacity, to areas affecting the development of Sixth Form provision within English as required.14. To ensure effective monitoring and communication with parents regarding academic progress both in line with school reporting procedures and in response to specific concerns as they arise.15. To liaise with any outside agencies who are working with Sixth Form students as appropriate.16. To organise any input Sixth Form parents evening.17. To manage Deputy Heads of Year and monitor their work as related to their job descriptions.18. To enhance the development of a personalised learning culture.19. Additional duties as requested by the Head of Department.20. Provide information for external agencies. <p>The duties outlined above are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>
2. Confidentiality	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

3. GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

4. Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed:

Date:

Person Specification

KS5 – Coordinator of English

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ▪ Qualified teacher status in the UK (or recognised overseas equivalent) ▪ Evidence of further qualifications 	 √ 	 √
Knowledge and Skills <ul style="list-style-type: none"> ▪ Successful classroom teacher ▪ Ability to teach English to Advanced Level ▪ Successful Ofsted experience ▪ Successful experience of holding additional responsibility ▪ Knowledge and experience of specialist school status ▪ Knowledge of the National Curriculum and appropriate strategies for pupils to achieve success as relevant to this post ▪ Excellent time management and organisational skills ▪ Excellent interpersonal and communication skills, both written and spoken ▪ Ability to work independently, take initiative and manage change ▪ Competent ICT skills ▪ Understanding of school data systems 	 √ √ √ √ √ √ √ √ √ √ √ √	 √
Experience <ul style="list-style-type: none"> ▪ Experience of working in a secondary setting ▪ Experience of successful collaboration with colleagues ▪ Experience of delivering INSET and training ▪ Experience of managing a budget ▪ Involvement in targeted intervention work to raise attainment 	 √ √	 √ √ √
Personal Qualities <ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the professional role ▪ The ability to manage and motivate others to perform and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure 	 √ √ √ √ √ √ √	