

## KS4 Coordinator in English: Job description

**Reports to:** Director of English

**Pay scale:** TLR 2a

### Responsible for:

- The postholder will exercise his/her professional skills and judgement to carry out the professional duties of KS4 Coordinator as identified in the School Teachers' Pay and Conditions Document.
- The postholder will lead in collaboration with the Director of English to support the development of an ambitious and rich KS4 curriculum.
- The postholder will lead the development and monitoring of KS4 homework, assessment and intervention across the English department.

### Main purpose:

The KS4 Coordinator will be an exemplar of rigor and aspiration in the classroom, leading the development of homework, assessment and intervention across the English KS4 curriculum. The KS4 Coordinator will lead on intervention and challenge, ensuring the provision in English meets the needs of all our students.

### Main activities

- Lead the development of KS4 homework and revision materials to extend and embed the English curriculum.
- Line manage the English Coaches and coaching intervention.
- Collaborate with the Director of English on the planning and delivery of revision and extension KS4 events, e.g. Teach Your Parents evenings.
- Lead on the implementation and assessment of the Speaking and Listening component.
- Implement, monitor and regularly review progress tracking systems in KS4.
- Monitor the progress of student groups (e.g. SEN, DA) and coordinate the department's provision for key groups.
- Coordinate trips to supplement and extend the curriculum offer.
- Coordinate Access Arrangement identification and monitoring with the SEN department, especially focusing on literacy.
- Lead on the developments of SOWs with the Director of English, KS3 Coordinator and Lead Practitioners.
- Deliver CPD to the department and wider school in line with expertise and departmental modelling.
- Lead the development of departmental exam specification knowledge and training.
- Network and benchmark with other KS4 leads across the city and beyond.

This list is not exhaustive and other accountabilities may develop commensurate with the post.