



# Ark Elvin Academy

## Job Description – KS4 English Coordinator

**Reporting to:** Head of Department

### Key responsibilities

We are looking for a colleague to join the English department leadership team with a teaching and learning responsibility for KS4 Coordinator

### KS4 Curriculum

- Effective Implementation of our KS4 curriculum for Year 10 and 11 including coordination and adaptation of our model, developing appropriate differentiation and scaffolding for all pupils including new to English, lower attaining pupils and high attaining pupils with stretch and challenge.
- Ensuring clear schemes of learning with medium and academic year plans are shared with the KS4 teaching team which have been carefully sequenced, identify key knowledge and content, and have high quality accompanying base lessons and knowledge organiser documents.
- Ensuring HW tasks for Year 10 and 11 are centralised, high quality, meaningful, achievable, and matched to student ability.
- To liaise with the Network lead, attend Network meetings, and stay up-to-date with deadlines, information and guidance shared by the Network.
- To contribute to and, at times, lead departmental co-planning to support effective Implementation of our KS4 curriculum in both Language and Literature. This includes planning standardisation sessions for mock exams and assessment points.
- To take a leading role in the moderation process of any mock exams and summative assessments to ensure consistency of marking across the KS4 teaching team.
- To lead on ensuring courses are resourced in advance of delivery where necessary by liaising with the Reprographics team and the Head of Department on printing and purchasing respectively.
- To look for opportunities and be willing to organise Enrichment at KS4 such as after school screenings of key texts, trips to the theatre, mastery workshops etc.
- To stay up-to-date with current educational research around the most effective delivery of our curriculum, e.g. through NATE, English curriculum academics (David Didau, Alex Quigley, Douglas Wise, Daisy Christodoulou etc.), the Education Endowment Foundation, the English and Media Centre etc.
- To be a form tutor

### Outcomes

- To work with the Head of Department and 2ic on analysing data from public exams, mock exams, and summative assessment data drop points and pinpointing areas of strength or development.

- To adopt a targeted approach to any Intervention being delivered to raise outcomes.
- To lead on delivering effective pre-exam preparation in Year 11, such as drop-down days or revision events such as walking talking mocks.
- To make sure mock exams and summative assessments at KS4 are well-planned and resourced by liaising with the Head of Department, Reprographics team, and Network lead.
- To willingly undertake AQA exam marking in either Language or Literature at GCSE to ensure consistent and ongoing expertise on an annual basis.

## Teaching and Learning

- To monitor, review and take responsive action to gaps or strengths identified in the Department's Implementation and Impact through book looks and work scrutiny, learning walks, reviewing lesson adaptations, HW, KYC records and actions, whole class feedback, and hinge assessment points. This could be at an English curricular level or based on whole school priorities such as positive climate, routines and reading strategies.

## Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline.
- To be alert and active on issues relating to pupil welfare and child protection
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

## Other

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development.
- To undertake, within reason, other various responsibilities as directed by the Head of Department, SLT line manager for English, or Principal.