**GREAT PARK ACADEMY**

**JOB DESCRIPTION**

**POST TITLE:** Key Stage 2 Achievement Co-ordinator for English

**PAYSCALE:** Main/Upper with TLR 2A payment (£2873)

**RESPONSIBLE TO:** Assistant Principal

**JOB PURPOSE:** To be accountable for improving learner achievement in upper Key Stage 2 English by developing, leading and monitoring the implementation of targeted strategies within English and across the key stage as appropriate

**MAIN RESPONSIBILITIES:**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Lead Teaching and Learning Responsibilities**

1 Contribute to leading learning within English by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement in English are met.

2 Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.

3 Lead, manage and develop the provision of programmes/activities that match learner aspirations and potential and achieve excellence for learners in English.

4 Contribute to the management and development of staff in order that curriculum/

pastoral objectives are achieved.

5 Contributing to facilitating an ethos within teams which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for out comes.

6 Contribute to ensuring that Health and Safety policies and practices, including

Risk Assessments, are carried out in-line with national requirements.

7 Contribute to SEF processes and development planning within English.

8 Help to secure effective liaison with feeder schools and outside agencies as appropriate.

**Generic Responsibilities**

10 Create and manage a learning environment and achieve a supportive culture and behaviour management strategy which enable learners to achieve their potential.

11 Contribute to the monitoring and development of English and student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.

12 Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.

13 Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

14 Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners’ achievements.

15 Demonstrate ongoing development and application of teaching expertise, subject specialism and phase knowledge to enrich the learning experience within and beyond the teacher’s assigned classes or groups of learners.

16 Work collaboratively within and beyond the classroom with support staff

(including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.

17 Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.

18 Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

19 Take responsibility for a tutor group and to contribute to the development of

The PSHE/RSE programme.

**Specific Responsibilities (including focus area(s)/target group(s) to be negotiated at need with the Assistant Principal:**

20 Introduce, monitor and implement strategies to support and improve achievement in Key Stage 2 English.

21 Supporting the Assistant Principal with Y4 into 5 transition.

Date