**Job Description for Progress Coordinator/Assistant Faculty Leader of English**

The specific priorities within this job description will be agreed with the post-holder each year, in light of whole school and Faculty priorities.

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| **Post Title:** | **Progress Coordinator / Assistant Faculty Leader of English** |
| **Responsibility:** | *Working with the Leader of English, this role will be tailored to the skills and interests of the postholder, but may include one or more of the following:*     * *Improving student progress and attainment* * *Improving the quality of teaching and learning* * *Narrowing the gap between groups of students* * *Supporting the development of curriculum, differentiation and challenge* * *Contributing to the leadership of the Faculty’s planning, monitoring, evaluation and intervention, including the monitoring calendar, development plan and SEF* * *Supporting the Faculty Leader of English in the day to day and strategic management of the Faculty.*   *The postholder will also deputise for the Faculty Leader of English where necessary and appropriate* |
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| **Reporting to:** | Faculty Leader of English |
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| **Liaising with:** | Head Teacher/Deputy Head Teacher/Assistant Head Teachers, Progress Coordinators, relevant support staff, LA staff, external agencies, parents. |
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| **Working Time:** | 195 days per year; full time |
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| **Salary/Grade:** | TLR 2a |
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| **Disclosure level** | Enhanced |

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| **Operational/ Strategic Planning** | * To lead the development of appropriate syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the Faculty. * The day-to-day management, control and operation of aspects of provision within the Faculty * To assist in implementation of School Policies and Procedures, e.g. Equal Opportunities, Behaviour, Health and Safety, etc. * To work with colleagues to formulate priorities and development plans for the Faculty which support school and Faculty priorities. * To work with the Faculty Leader of English, to ensure that the work in the curriculum area fully reflects School Priorities and a knowledge rich, conceptualised curriculum. * To foster the use of ICT to support effective teaching and learning. |
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| **Curriculum Provision:** | * To liaise with the Faculty Leader of English to ensure the delivery of an appropriate, high quality, cost-effective curriculum programme which complements the School Development Plan. * To support curriculum development for the whole Faculty, with particular emphasis on raising achievement and broadening cultural capital. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To support the development of literacy across the curriculum area. * To liaise with the Faculty Leader of English to maintain accreditation with the relevant examination and validating bodies. |
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| **Staffing:** | * To work with the Faculty Leader of English to ensure staff development needs are identified and appropriate CPD is put in place to meet needs. * To contribute to Performance Management Review(s) and to act as reviewer for staff as required. * To promote teamwork and to motivate staff to ensure effective working relations * To assist in the interview process for teaching posts when required and to support effective induction of new staff in line with School procedures. * To participate in the school’s ITT programme. |
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| **Quality Assurance:** | * To ensure effective monitoring, evaluation and review * To assist in setting of targets within the Faculty and to work towards their achievement. * To develop the quality of teaching and learning. * To contribute to the School procedures for lesson observation. * To help to ensure that the curriculum area meets school standards and follows school systems. * To actively implement improvement where required in line with Faculty and school policy. |
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| **Management Information:** | * To analyse and evaluate student tracking data and its impact and appropriateness. * To identify, implement, monitor and review appropriate intervention strategies to address underachievement. * To assist in production of reports on examination performance, including the use of value-added data. |
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| **Communications:** | * To help ensure that all members of the Faculty are familiar with the aims and Development Plan priorities. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. |
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| **Marketing and Liaison:** | * To contribute to school liaison and marketing activities. * To actively promote the development of effective subject links with external agencies. |
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| **Management of Resources** | * To assist in identification of resource needs and to contribute to efficient/effective use of physical resources |
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| **Pastoral System:** | * To monitor and support the overall progress and development of students within the Faculty. * To help to monitor student attendance, progress and performance ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To implement the Positive Discipline policy in the Faculty so that effective learning can take place. |
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| **Teaching:** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **Other:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. * Although every effort has been made to provide a comprehensive list of duties, the exact duties are subject to change by the Head Teacher in accordance with the needs of the school. |

Signed: ………………………………………………………………………..

Date: ………………………………………………………………………..

Signed: ……………………………………………………………………….. – Line Manager

Date: ………………………………………………………………………..