



Job Title	Teacher of English – Key Stage 3 Coordinator
Grade/Salary	MPS/UPS, London Fringe Pay Scale + TLR2B
Date Required	1 st September 2024
Closing Date	Friday 12 th July 2024
Interview Date	As soon as reasonably possible
Reporting To	Head of Faculty

Required for September 2024, a well-qualified, enthusiastic and hardworking teacher to join our English Department as Key Stage 3 co-ordinator.

Our ideal candidate will be passionate about the power of education to improve the life chances of young people through raising aspirations and expectations.

The successful candidate will join a supportive English team and continue the excellent work already underway. Our English Department consists of seven full-time and one part-time English teachers, one subject specific Learning Support Assistant and an English Progress Mentor.

Job Purpose

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement within the Key Stage.

- To assist in the leadership of the English faculty in meeting the vision, aims and priorities of the school
- To establish high quality teaching and learning of English at KS3
- To promote high standards of attainment and achievement
- To collaborate with the Head of Faculty and other leaders in the faculty to promote numeracy across the curriculum
- To provide professional leadership and management of own classroom to ensure that all students have high quality learning experiences, enabling them to achieve their very best.

Duties

Leadership

- To assist the Head of English in providing a clear vision and communicating the vision to all members of the faculty
- To assist the Head of English in securing the commitment of all members of the faculty to achieving the vision and to developing a team ethos within the faculty
- To assist the Head of English in promoting the school focus on learning by ensuring that whole school strategies are implemented and monitored effectively
- To lead all developments within English at KS3
- To lead the transition from KS2 to KS3, including interventions for identified students
- To be a good role model for members of the department





Management

- To assist the Head of English to devise and implement strategies to ensure that subject targets are met at KS3
- To analyse KS3 subject data and identify areas of strength and areas for development
- To identify students vulnerable to underachievement and implement intervention strategies
- To assist the Head of English to plan and implement strategies designed to improve teaching and learning within English
- To review students' work and progress in English at KS3
- To promote the professional development of teachers within English through classroom observation, coaching in the classroom and regular professional development discussion
- To assist the Head of English to ensure that the day to day running of the department is effective
- To contribute to the English Development Plan identifying clear targets for KS3, time scales, success criteria and evaluation of all aspects of the work of the faculty associated with KS3 development
- To develop and maintain good professional relationships with colleagues at all times
- To assist the Head of English to monitor the performance of staff within English and share good practice and challenge under performance
- To ensure the faculty is prepared for any form of external/internal scrutiny of KS3 through the collation and analysis of appropriate evidence
- To ensure all reports are completed accurately and on time by all members of the faculty
- To assist the Head of English in ensuring KS3 cover work has been appropriately set by absent teachers.

Teaching and Learning

- To promote joint lesson planning and planning of schemes of work
- To promote pedagogical dialogue within the faculty leading to shared lesson planning
- To implement, promote and monitor effective behaviour management strategies within the department
- To promote good relationships with students, parents and other stakeholders
- To teach engaging and challenging lessons that are carefully differentiated to take account of the needs of individual students
- To ensure that the faculty follows a consistent, appropriate and meaningful approach to homework at KS3
- To initiate, and where appropriate, organise curricular and educational enrichment activities related to KS3 development.

Curriculum

- To ensure the effective implementation of the KS3 curriculum and schemes of work through detailed research and meticulous planning
- To contribute to the faculty Curriculum Intent Documents and ensure that KS3 assessments and homework are devised and applied at appropriate times to provide accurate information about students' learning, which informs future planning of the KS3 curriculum.
- To develop strategies to enhance literacy in English at KS3 and KS4.

Liaison/Communication

- Meet regularly and work with the Head of Faculty for professional support and develop effective departmental management.
- Oversee and monitor the accuracy of assessments and work effectively with the exam officer on examination entries.
- Liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all students.





- Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g., Numeracy, Literacy, SEN, ICT and Citizenship.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

Our school is making rapid progress since its inspection in November 2022. A recent review by the Local Authority commented on the 'sea change' noted in students' behaviour and the culture and ethos of the school. Our 2023 outcomes were the best set of Key Stage 4 results achieved by Year 11 students since 2016. Our Year 7 intake continues to be oversubscribed, with a waiting list.

Our school is a strong, caring community underpinned by our three core values of achieve, enrich and prepare. Our school's culture is focused on the principles of high expectations and aspirations for all members of our community; actions and conversations, however difficult, are always underpinned by kindness; that we communicate and share success; that we value each other's views and opinions; decisions are evidence based and student centred.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.

About the Trust

We are a small Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.



Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (***Subject to eligibility criteria**)

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Free tea and coffee provided daily and cake on Fridays
- Discounted Tastecard subscription
- A Wellbeing week every half term (this includes no afterschool meetings)

How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

We encourage visits from prospective candidates to meet members of our school community and to experience our school at first hand. If you would like to do this, please contact Ann Pullin, PA to the Headteacher on 01268 627848 or via email to recruitment@bromfords.essex.sch.uk

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

We look forward to hearing from you.





Person Specification

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Supportive reference/s Well-structured supporting letter 	
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status. An honours degree in English Evidence of relevant recent professional development 	<ul style="list-style-type: none"> 2.1 degree or better in English
Experience	<ul style="list-style-type: none"> A proven track record of excellence in the classroom A proven track record of achieving excellent results across at least 2 key stages Developing experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes Developing experience of working with other teachers and professionals to extend their understanding and effectiveness Experience of teaching KS3 and GCSE English 	<ul style="list-style-type: none"> Experience of teaching across abilities at KS3 and 4 with evidence of outstanding outcomes Some experience of KS5 Teaching Experience of working with a tutor group
Professional Development	<ul style="list-style-type: none"> Commitment to CPD in improving themselves as a practitioner 	
Skills	<ul style="list-style-type: none"> Ability to motivate and inspire staff and students Ability to use tact, diplomacy, sensitivity and good humour Be a team player The ability to understand others and create trust Ability to coach colleagues to improve their performance Effective written and spoken communication Awareness of the need for attention to detail 	<ul style="list-style-type: none"> Ability to deliver outstanding teaching and learning Experience of analysing data and acting on it to drive improvement

	<ul style="list-style-type: none"> • Ability to demonstrate personal and emotional resilience when working in a range of challenging situations • Personal commitment to extra-curricular activities • An excellent attendance and punctuality record • Motivation to work with children and young people 	
Special Knowledge	<ul style="list-style-type: none"> • Outstanding subject knowledge in your area of specialism • An understanding of English GCSE specifications, content and assessment objectives • Understanding of the KS3 English Curriculum • Understanding of what is required to secure effective teaching and learning. • Understanding of the strategies which help to raise students' attainment. • An understanding of performance and contextual data as tools for improving standards of student achievement. • An understanding of up-to-date educational developments nationally. • Understanding of the practical application of Equal Opportunities in a school context 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Caring attitude towards students and parents • Excellent work ethic • Excellent communicator 	<ul style="list-style-type: none"> • Ambition to progress further in due course • Flexibility and adaptability in order to be able to mix and work with a wide range of people • Interests beyond teaching/school • Experience running or being part of extra-curricular clubs and events

