

## **The Archbishop Lanfranc School**

### **Job Description – Key Stage Coordinator**

The key stage coordinator will work under the general direction of the head of department. There will also be particularly strong links between the key stage coordinator and:

- other key stage coordinators and curriculum area leaders within the same department
- the deputy headteacher (teaching and learning - teachers)
- the deputy headteacher (teaching and learning - pupils)
- the gifted and talented coordinator

### **Teaching and learning**

Key stage coordinators and curriculum area leaders should have oversight of the teaching within their curriculum area, which may for example be a subject or a key stage. This general responsibility will cover both key stages:

- identifying training and development needs and in conjunction with the deputy headteacher (teaching and learning - teachers) and appropriate head of department facilitating staff development including CPD in accordance with agreed school policy
- working with the deputy headteacher (teaching and learning - teachers) and appropriate head of department to effect a programme of induction, support and guidance for newly-qualified and other new staff
- having responsibility for the production of schemes of work in the agreed format and in accordance with the stated aims and policies of the school and the National Curriculum
- devising internal and responding to external assessment procedures which not only meet externally imposed criteria (eg, National Curriculum, GCSE, etc) but which also foster pupil progress and are in accordance with school policy
- allocating and monitoring the use of resources
- evaluating the effectiveness of schemes of work in terms of pupils' learning and the best use of resources
- monitoring the quality of teaching including preparation and planning of lessons and marking/assessment of pupils' work
- participating in the arrangements for performance management
- ensuring that personnel working in the curriculum area are aware of and fulfil professional responsibilities
- monitoring pupils' academic progress using a variety of means including the assessment and reporting procedures and the pupil guidance programme
- maintaining good classroom discipline throughout the curriculum area
- maintaining an orderly and attractive learning environment in the curriculum area
- working cross departmentally to ensure the department progresses towards whole school objectives
- participating in extra curricular activities

- collaborating with pupil support services staff to:
  - incorporate within schemes of work appropriate materials and teaching strategies to meet the needs of the full ability range
  - fulfil the requirements of the SEN Code of Practice
  - incorporate within schemes of work appropriate materials and teaching strategies to meet the needs of those pupils who are bilingual

## **General**

Key stage coordinators and curriculum area leaders will contribute to the efficiency and effectiveness of the school by:

- arranging subject/curriculum area meetings according to the published cycle and any further meetings necessary for the efficient and effective management and functioning of the curriculum area
- attending meetings at the times noted in the school calendar and as otherwise directed by the leadership group
- arranging, in collaboration with the appropriate head of department, pupils' public examination entries and organising internal examinations
- advising pupils about the KS4 options procedure including contributing to the options booklet and disseminating information through other means such as assemblies