

## **JOB DESCRIPTION – KS4 Coordinator for Curriculum and Progress in MFL**

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Reporting to:** The ALT Line Manager and the Head of Faculty for MFL

**Scale:** TLR 2a

### **Core purpose:**

To lead on specific areas of the curriculum identified by the ALT Line Manager and the Head of Faculty for MFL, and be responsible for curriculum and the progress of students within the identified areas.

### **Key Tasks and Responsibilities**

- To support the Head of Faculty in the review and the development of the current KS4 curriculum; ensuring that the transition from KS3 to KS4 is smooth and recommending new curricula where necessary.
- To support the Head of Faculty in monitoring and tracking student progress, and suggest and oversee interventions to boost student progress where required.
- To support the Head of Faculty in reviewing and developing the feedback process at KS4.

### **Additionally, the KS4 Coordinator will be responsible for supporting the Head of Faculty with:**

- the identification and implementation of appropriate intervention strategies, to tackle under-achievement and to ensure the learning needs of students across the full ability range are met.
- the production and reviewing of Schemes of Learning, ensuring appropriate curriculum coverage and identifying appropriate learning objectives; ensuring challenge and progression is built into Schemes of Learning based upon students' prior experience and prior attainment.
- planning for the transition between Key Stages.
- the production and review of assessment tasks.
- the organisation of appropriate resources to support the delivery of the Schemes of to ensure stimulating student experience.

### **Leading Learning in identified areas in collaboration with the Head of Faculty:**

- Maintaining subject knowledge and expertise and sharing this with other teachers.
- Developing the knowledge, skills and practice of colleagues; supporting the ongoing professional development of colleagues
- Acting as a role-model of good classroom practice, modelling effective strategies with staff.
- Planning and implementing strategies to improve teaching where needs are identified.

### **Supporting Learning in collaboration with Head of Faculty:**

- Overseeing the organisation of revision classes and other forms of student support within areas of curriculum responsibility
- Oversight of intervention within area of responsibility
- Work with additional needs consultant to ensure that SEN/HPA strategies are implemented and successful.
- Leading faculty briefings and faculty meetings when required.

- Leading an annual review of performance of areas of responsibility and of resources within the context of an ongoing improvement plan; overseeing the day-to-day management of resources to ensure good access by staff and students.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any

requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: K.Davie (January 2019)***

