**BACUP AND RAWTENSTALL GRAMMAR SCHOOL**

**Key Stage 3 Coordinator**

**Person Specification**

We are seeking an enthusiastic, experienced and ambitious colleague to contribute to the running and development of the English department with responsibility for Key Stage 3. We are a highly oversubscribed and successful 11–18 grammar school in the Manchester commuter belt. We offer AQA GCSE English Language and AQA GCSE English Literature at Key Stage 4. At Key Stage 5, we offer Edexcel A Level English Literature and Edexcel A Level English Language. This is an excellent opportunity for a dynamic colleague wishing to move to a TLR role.

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS AND EXPERIENCE** | | |
| A relevant degree and teaching qualification | \* |  |
| Experience of teaching of English at KS3 and KS4 | \* |  |
| Experience of teaching English at KS5 |  | \* |
| Evidence of relevant and recent subject-based professional development | \* |  |
| **TEACHING PRACTICE** | | |
| Ability to devise effective and well-sequenced medium and short term plans in adherence with department schemes of work, reflecting on and evaluating teaching and learning and amending to meet the needs of students as appropriate and/or necessary | \* |  |
| Evidence of an ability to establish a purposeful learning environment, set clear expectations, to praise good performance and support in addressing and improving underperformance | \* |  |
| Evidence of an ability to deliver high-quality teaching and learning in the classroom | \* |  |
| Evidence of an ability to challenge, motivate and inspire students to reach the highest possible standards | \* |  |
| Evidence of working with groups of high-achieving secondary age young people |  | \* |
| Evidence of an ability to employ a range of resources and teaching and learning strategies that promote engagement and progress | \* |  |
| Evidence of employing a range of approaches to assessment, both formative and summative, in determining and responding to the needs of all students | \* |  |
| Evidence of quality planning and good record keeping | \* |  |
| **TEACHING AND LEARNING RESPONSIBILITIES** | | |
| Ability to make sustained and significant contributions to the provision of English, particularly at Key Stage 3 with support from the Head of English | \* |  |
| Ability to take responsibility for the administrative and managerial tasks relating to Key Stage 3 with support from the Head of English | \* |  |
| Work with the Head of English and others to create, develop and apply vision in the Department | \* |  |
| Ability to support the Head of English and others to identify, challenge and improve underperformance | \* |  |
| Experience in using data to support learning, set targets and monitor and  evaluate performance |  | \* |
| Experience of leading staff development and training in classroom pedagogy |  | \* |
| **WIDER PROFESSIONAL RESPONSIBILITIES** | | |
| Evidence of commitment to sustained good personal attendance at work | \* |  |
| Be committed to working in a team | \* |  |
| Willingness to contribute to enrichment, extra-curricular, and extension activities | \* |  |
| Highly motivated and committed to own continued personal development | \* |  |
| Evidence of the use of ICT in teaching and in progress tracking | \* |  |
| Excellent organisational and time-keeping skills | \* |  |