

Wellington School



Job Description – Key Stage Co-ordinator TLR2B

Responsible to – Head of Department

Purpose of the Job

The post holder will develop their specific area of responsibility according to the aims and ethos of the school and Departmental Improvement Plan. They will have a major teaching commitment and will be asked to act as Form Tutor. The list below is prescriptive but not finite.

Principal Responsibilities

Under the direction of the Head of Department, principal responsibilities will include:

- To analyse Key Stage Monitoring Grades for the Department and ensure appropriate intervention / support in response to analysis of student tracking
- To co-ordinate the generation, production and circulation of Schemes of Work and equipment requirements for the Key Stage
- Where appropriate, to set and organise internal assessment / exams in liaison with the Head of Department and Senior Leadership
- To liaise with Directors of Year re subject monitoring, setting of work and homework at the Key Stage
- To provide feedback to staff at Department meetings
- To identify with Head of Department, appropriate courses for training / development of this role
- To give status to the Key Stage by focusing on improving teaching and learning
- To co-ordinate auditing, planning and monitoring in relation to the Key Stage
- To co-ordinate curriculum developments at the Key Stage
- To support subject audits, observe lessons and sample pupil work
- To monitor Departmental action plans, ensuring manageability and focus on achievable objectives in relation to the impact on teaching and learning
- To support Departmental staff in the effective use of performance data

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.