



ENGLISH KS3 COORDINATOR

MAIN SCALE / UPS

FULL TIME, PERMANENT

SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

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PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



THE ROLE

KEY STAGE COORDINATOR

SALARY: Main Scale/Upper Pay Scale – depending on experience plus TLR

HOURS: Full time, permanent.

This is a full time, permanent appointment, with contractual obligations based upon the Teacher 'Burgundy Book' conditions of employment.

APPLY:

You are required to write an expression of interest letter to recruitment@harlingtonschool.org addressing the Headteacher, Mr Antonio D'Onofrio.

Ensure you include the following in your letter:

- *why you are interested in this role*
- *relevant details about your skills and experience and why it makes you suitable for this role*
- *how you would support the head of faculty*
- *what changes/improvements you may suggest to the department*

If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar.

We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.

CLOSING DATE: 13TH OCTOBER 2023

SELECTION AND INTERVIEW PROCESS

APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Lesson observation and discussion/reflection meeting, to explore your current practice with you
- Interview panel if calibre of teaching and reflection is good, in line with the experience of the candidate.



JOB DESCRIPTION

JOB PURPOSE

Main Scale Teacher element

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. Main scale teachers are expected to prepare and deliver high calibre learning experiences that stretch and challenge students' educational development, and lead to excellent progress and outcomes in public examinations. All teachers must have high expectations of work completion, behaviour, conduct and positive attitudes to learning from all students.

All teachers are also form tutors, and are responsible for developing emotional and behavioural self – regulation, so that our students are fully equipped to take their place in the wider world, being able to communicate, listen and have a high regard for other people at all times. All staff are expected to teach, as well as record, how children behave, and to engage in restorative practice as well as consistently upholding the rewards and sanctions outlined in our behaviour policy. All teachers deliver PSHE to their form class on a weekly basis, and are the key motivators for students' commitment and support of everyone in the Harlington family.

All staff should recognise and relish both the rewards and the challenges of educating adolescents, and be committed to guiding, mentoring and supporting our young people on their way to their adult lives. It goes without saying that the staff we employ are committed to the highest standards of awareness and action in respect of safeguarding children, and to keeping up to date with the latest guidance to keep children safe from harm.

All teaching staff should also be committed to working with others in a supportive and collegiate manner. They should be committed to regular reflection and an 'open classroom' policy, within a 'no blame' culture, to develop best pedagogical practice. Finally, we expect that all staff adhere to professional expectations in matters of courtesy and conduct.

KEY TASKS AND RESPONSIBILITIES

TEACHING:

- Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
- Take account of student's prior levels of attainment and use them to set future targets and appropriate programmes of study
- Set work when required for absent students, and also if cover is required for your classes.
- Maintain good discipline by following the school's student disciplinary policies and procedures.
- Ensure punctuality and establish a purposeful and calm working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all students.
- Ensure effective setting of home learning for students, in line with the school policy.
- Identify, or use information provided, to work appropriately with 'special educational needs' students and 'academically more able' students.
- Commit to full engagement with teacher development, reflection and joint planning initiatives, to further improve pedagogy and practice in the classroom.

ASSESSMENT, RECORDING AND REPORTING:

- Keep appropriate records of students' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Use the faculty marking/feedback scheme at all times.
- Manage KS3 curriculum and building MTPs and SOLs
- Monitor and quality assure at KS3 (drop-ins)



- Centralising of resources for KS3
- Provide long term cover for absent colleagues (KS3 lessons)
- Organise class moves at KS3
- Carry out assessment and intervention programmes, as agreed by the school, faculty or department.
- Complete records of achievement or concern when requested.
- Complete student data drop requests in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

PASTORAL WORK:

- Undertake responsibility for a form group.
- Monitor targets set for the social and academic progress of all students in the form.
- Build up a good relationship with the students in your form, so that they will look to you for support and advice.
- Command high standards of student behaviour, uniform and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate pastoral or senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- Attend all required safeguarding and child protection training. Familiarise yourself with Keeping Children Safe in Education and all school safeguarding policies and procedures.
- Ensure that you follow mandatory procedures for teachers, for the reporting of suspected or disclosed cases of Female Genital Mutilation (FGM).
- Report any and all safeguarding concerns immediately to the Designated Safeguarding Lead or a member of the Safeguarding Team, in person, and using the appropriate school procedures.

GENERAL:

- The teacher will be part of the school's appraisal scheme. S/he will have a line manager who will set agreed targets for the year. The line manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to key stage, subject, team and all staff meetings
- In relation to the school's strategic plan, contribute towards the goals and targets
- Maintain a professional interest in educational initiatives relevant to the teacher's subject(s)

REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.

Person Responsible: Headteacher.



PERSONAL SPECIFICATION

| Personal and Interpersonal Qualities – all posts | Essential | Desirable |
|--|------------------|------------------|
| Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues | ✓ | |
| Understand, promote and uphold policies for safeguarding children and young people | ✓ | |
| Maintaining absolute confidentiality and integrity; being trustworthy and honest. | ✓ | |
| Excellent interpersonal and communication skills; a non – judgemental team player | ✓ | |
| Positive, 'can do' approach to tasks and workstreams | ✓ | |
| Calm and patient; emotionally resilient in challenging situations | ✓ | |
| Energetic, enthusiastic and good attendance and punctuality. | ✓ | |
| Professional in attitude, conduct and appearance – a role model to young people | ✓ | |
| Planned and organised approach to workload | ✓ | |
| Excellent written and verbal communication skills | ✓ | |
| Good ICT skills | ✓ | |
| Thinking laterally and open to new ideas and approaches | ✓ | |
| Committed to professional training and development | ✓ | |
| Committed to equality and diversity | ✓ | |

| Qualifications, Understanding and Experience - Main Scale Teacher | Essential | Desirable |
|---|------------------|------------------|
| Appropriate First degree (2ii minimum pass) | ✓ | |
| Qualified teacher status. | ✓ | |
| A continued commitment to own professional development. | ✓ | |
| Teaching experience (including training practice) within the designated age range. | ✓ | |
| Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children | ✓ | |
| Knowledge of current legislation, guidance and developments relating to the subject area. | ✓ | |
| Successful practice (including training practice) in accordance with the specified teaching standards 2012 (as identified below). | ✓ | |
| Second Subject offered: | | ✓ |
| Involvement in and organisation of wider school activities, including extra-curricular activities. | | ✓ |