



English Key Stage 5 Co-ordinator Job Description

In addition to meeting relevant teacher standards, the specific roles and responsibilities are:

- Produce and regularly review overall curriculum plan, allocate SOL planning responsibilities, quality assure resources produced.
- Manage KS resources: conduct annual stock take and conditions check, order resources (negotiated with HOD).
- Produce KS documents for handbook and SLT – curriculum docs, mark schemes, SMSC docs etc.
- Coordinate KS cover work during staff absence and oversee completion of data entries, reports etc.
- Attend KS appropriate curriculum events.
- Coordinate KS extra-curricular activities, including trips, competitions etc.
- Conduct KS Quality Assurance activities and keep records according to department policy – learning walks, book scrutinies, HL reviews, student voice, according to departmental QA calendar.
- Assess departmental professional development needs and organise appropriate access.
- Lead KS Data meetings post data entry and review issues with class teachers.
- Coordinate timely interventions to ensure good progress for all cohort groups.
- Keep up to date with/assess/implement new developments re government requirements, new research and/or resources, examiner reports etc.
- Organise and oversee departmental moderation to ensure consistent marking and assessment in appropriate KS.
- Utilise regular department meeting slots to update and review practice etc.

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