



# PLATANOS COLLEGE

An outstanding school for pupils of all abilities

## JOB DESCRIPTION

### KEY STAGE CO-ORDINATOR

The Key Stage Coordinator is primarily responsible for establishing and supporting the resources for learning within their key stage across the subject(s) within their department.

<b>Reporting To</b>	Director of Learning
<b>Contact Type</b>	Full- time
<b>Salary / Grade</b>	Negotiable/dependent on experience and expertise
<b>Disclosure Level</b>	Enhanced
<b>Quality of Learning</b>	<ul style="list-style-type: none"> <li>• Ensuring all staff teaching within their Key Stage are provided with baseline pupil data and the targets that each pupil is expected to achieve</li> <li>• Ensuring that there is both progression and continuity across the Key Stage for which they are responsible</li> <li>• To liaise with the DoL with regards to links with other Key Stages within the Department or Faculty</li> <li>• To ensure effective management of both internal examinations and external end of Key Stage examinations</li> <li>• To support the DoL in the monitoring of exercise books/pupil folders</li> </ul>
<b>Supporting Staff</b>	<ul style="list-style-type: none"> <li>• To carry out the normal day-to-day duties in the absence of the Director of Learning/Curriculum Manager</li> <li>• To ensure staff who teach within their Key Stage are supported and that there is a co-ordinated approach towards the delivery of lessons across all subjects within the Faculty</li> <li>• To implement subject specific strands, as delegated by the DoL, relevant to the Academy Improvement Plan</li> <li>• To organise meetings where appropriate for those staff teaching within the Key Stage</li> <li>• To form part of the wider management team operating within the faculty</li> </ul>
<b>Ethos and Environment</b>	<ul style="list-style-type: none"> <li>• To ensure that classrooms, corridors and displays are of a high quality</li> <li>• To adhere to health and safety procedures</li> </ul>



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<b>Deployment Of Resources</b>	<ul style="list-style-type: none"><li>• To deploy capitation and resources as delegated by the Director of Learning</li><li>• To implement new resources in accordance with the School Improvement Plan</li></ul>
<b>Whole School</b>	<ul style="list-style-type: none"><li>• To undertake any other duties as may be required from time to time by the Headteacher</li></ul>

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List.

Offer of employment is always conditional on the receipt of satisfactory references.

**Signature:**

**Date:**