



Twyford Church Of England Academies Trust

“I have come that you might have life
and have it to the full” John 10 v10



Ada Lovelace CE High School

Job Description

Job Title:	KS4 German Coordinator
Grade:	MPS/ UPS + TLR2a
Line Manager:	Head of Department
Supervisory Responsibility:	KS4 German teachers

Key Outcomes & Specific Responsibilities

Curriculum & Assessment

- **Curriculum and assessment frameworks support outstanding progression**
 - Responsibility for creating, evaluating and updating Unit Planners in Year 9-11 German, in line with Trust topic structure
 - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 9-11 German
 - Design and produce all Standardised Assessment materials for Year 9-11 German in collaboration with other MFL departments within the Trust
 - Ensure that Go4Schools is set up and up-to-date with all Year 9-11 German Standardised Assessments and that it is completed as necessary by teachers of Year 9-11 German
 - Ensure that the KS3-4 curriculum and assessment framework effectively prepares students for KS5 German
 - Liaise with other MFL Departments within the Trust to ensure consistency for comparing delivery of Schemes of Work and progress across the Trust
- **All staff are confident and consistent in the delivery of good and outstanding lessons**
 - Clear communication with the department in meetings and briefings regarding Curriculum and Assessment for Year 9-11 German
 - Leading sharing of good practice relating to curriculum development for Year 9-11 German in department meetings and briefings
 - Responsibility for the appropriate areas on M Drive and COPIA with relevant materials
- **Resources, including COPIA, are used effectively to support and enhance students' progress**
 - Updating all resources on COPIA for Year 9-11 German
 - Ensuring that there is a variety of revision materials and links on COPIA for students to access
 - Overseeing the organisation, production and quality assurance of lesson resources for all units in Year 9-11 German

Achievement

- **Achievement is outstanding in Years 9-11 (75% meeting their target)**
- **Achievement in Years 9-11 German is effectively monitored and areas of weakness are identified and appropriate intervention implemented**
 - Ensure that teachers are completing Year 9-11 German Standardised Assessments in accordance with the curriculum and assessment framework and monitor results
 - Ensure that teachers of Year 9-11 German complete quarterly teacher results analyses
 - Complete Department Quarterly Results Trackers for Year 9-11 German
 - Co-ordinate and oversee intervention strategies for Year 9-11 German, e.g. Intervention Classes, Support Cards, Additional Resources
- **Uptake of German at all Key Stages is good**
 - Promote German as a GCSE option subject to be selected at the end of Year 9, to ensure a good-sized group

Leadership

- **There is a clear strategy and communication with the development of curriculum, assessment, tracking and intervention in KS4**
 - Lead department communication e.g. in meetings and briefings, related to KS4 German
- **Lessons in KS4 German are good or outstanding**
 - Work collaboratively with the Head of Department to monitor teaching and learning at KS4 German and ensure that lessons are good or outstanding
 - Work collaboratively with the Head of Department to monitor and evaluate books and marking in KS4 German
- **New staff are well supported and inducted by the department, especially ECTs**

SMSC / Wider Learning

- **There is a variety of extracurricular opportunities for students of Year 9-11 German**
 - Work collaboratively with Head of Department, Head of Languages Specialism, and teachers of German to ensure that there are regular and varied Extended Electives and Trips, provided by the department as a whole
 - Promote extracurricular KS4 German activities and monitor effectiveness
 - Lead or co-ordinate trips to Germany as appropriate

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.
