

JOB DESCRIPTION

Post:	Leader of KS3 English
Reporting To:	Subject Leader
Post Level & Grade:	Main Spine or Threshold Level Qualified Teacher plus TLR

Purpose:

To plan and deliver learning to students, so that all 'Dream Big and Achieve'. This will involve developing a strong understanding of the curriculum, planning to meet students' needs, delivering learning in the most effective manner and ensuring effective feedback. Through this vital role you will be able to ensure students develop a love for your subject and achieve excellent results. All of the above will be achieved through working as part of a team who values the abilities of all and works together to develop the best possible learning.

To provide high quality leadership of English at Key Stage 3, ensuring students build on strong foundations from KS2 and make excellent progress across KS3. To work closely with the overall Subject Leader of English to ensure students are well prepared for success in the GCSE curriculum. To make an excellent contribution to the team in developing the highest quality of learning in all English classrooms through both professional development and QA of all staff in the team.

Main (Core) Duties:

Ensuring high quality learning and excellent progress

1. Day-to-day organisation and delivery of the KS3 English curriculum, ensuring clear, challenging progression, taking into account students starting points and requirements at KS4.
2. To liaise as appropriate with Primary schools to ensure that there is a smooth transition from KS2 to KS3 and that students are appropriately challenged from the start of Year 7.
3. Work closely with the English Subject Leader to identify student weaknesses in KS4 results and implement changes as appropriate in the KS3 curriculum.
4. To closely monitor the progress of students at KS3 and provide support as required to address issues. This might include adapting curriculum, T&L support, QA activities or mentoring programmes.
5. Supporting changes in teaching and learning within KS3-4 subject teaching which meet the needs of students and the subject. This will involve supporting through observations,

coaching and joint planning to ensure that identified gaps in learning are addressed in the classroom.

6. Undertaking quality assurance tasks across KS3-4 to ensure that English is delivered effectively and student progress targets are met. This will include lesson observations, learning walks, work sampling, student voice and participating in College reviews.
7. To work with the Subject Leader of English in the writing, implementation and monitoring of evaluation and development documents (Exam analysis, SEF and SIP)
8. To work with the Subject Leader of English in identifying and where appropriate providing, professional development support for team members. This will include Subject Knowledge Enhancement (SKE) support and sharing best practice.
9. Taking responsibility for own professional learning, keeping up to date with developments, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
10. Being responsible for the efficient and effective deployment of teaching assistants and other support staff when supporting students at KS3.
11. Making appropriate arrangements for classes when staff are absent, ensuring appropriate work is set (KS3 lessons) and liaising with Senior Leadership Colleagues and Cover Supervisors to secure student progress when staff are away.
12. Create an aspirational and productive learning environment in which the highest academic and behaviour expectations are the norm. This will include aspirational displays.
13. Where behaviour, including appropriate proactivity, does not meet expectations, to use the school systems and individual classroom strategies as required.
14. Plan lessons to meet student need and the relevant curriculum. This will include having a strong knowledge of individual students' strengths and areas for development.
15. Deliver lessons in the most effective manner, with a view to continual reflection on pedagogy and potential ways to accelerate learning. This will include working within a collaborative environment where subject and whole school teams support each other in the best practice.
16. Assess student work to inform planning and report back on student progress as requested. This will include accurate data entry and report comments as requested.
17. Ensure effective feedback to students according to the school policy and give appropriate time for students to act on feedback (DIRT)
18. Set and where appropriate mark homework. Where homework is not marked this should be acknowledged in some form so that students value its completion.
19. Actively engage with school meetings and professional development activities with the aim of ensuring the best possible learning and student engagement across the whole school.

This will include being willing to share effective practice from your own classroom for the benefit of others.

Developing engaged learners who play their part in achieving and enjoy the journey

1. Organising activities, trips, visits and events relevant to the KS3 that promote the development, delivery and outcomes of subject and appropriate extra-curricular opportunities which enrich and enhance experience. Liaising with partner schools, Governors, businesses and further education.
2. Ensuring students are challenged in lessons to achieve their best and where proactivity is not as expected develop strategies to engage, including working with parents. This will involve interacting with pastoral and leadership staff where further support is appropriate.
3. Ensure that wherever possible lessons engage students and encourage them to aspire to outstanding progress.
4. Ensure that there are appropriate plans to celebrate where engagement and progress are worthy of note. This will involve using school reward systems and ensuring regular verbal praise as applicable. Celebrate excellent effort and progress with parents.
5. To take part in parent interactions include parents' evenings, phone calls and bespoke parent meetings as appropriate. Ensure that parents are seen as integral to ensuring students are engaged, proactive and achieving.

To develop the whole student so that they are successful beyond the classroom

1. Being a good role model for the behaviours and attitudes expected of students, with high expectations in all areas of school life and a passion to see young people achieve.
2. To act as a base leader and support students in their personal development as appropriate.
3. Encouraging key personal skills including; independence, resilience, leadership, problem solving, positive relationships and team working.
4. Contributing to the whole school enrichment programme with the ultimate aim of ensuring all students talents are developed both inside and outside the classroom. This will include supporting clubs, visits, enrichment days and community activities such as charity fundraising.

Additional duties

1. Act as a Mentor for school supported Teacher Training programmes.
2. Implementing policies and undertaking duties (such as supervision and intervention) to support the school's policies and ethos.
3. Being aware of the responsibilities for safeguarding students in their learning environment. Where appropriate highlighting concerns with the Designated Safeguarding Lead.

4. To take part in whole school activities such as open evenings, options evenings and new entrants sessions as appropriate. These will be scheduled within directed time and set out in the staff handbook.
5. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.
6. To undertake any other duties that the Headteacher may reasonably request.

Knowledge, Skills & Personal Qualities:

- A passion to see young people 'Dream Big and Achieve'.
- A commitment to an education which develops the whole person, beyond just academic results.
- A commitment to working together as part of a wider subject and whole school team to deliver the best possible education experience.
- A commitment to working as part of a 3-way relationship between the school, student and parents.
- A sense of humour and willingness to, wherever possible, enjoy the journey with staff and students.
- Strong understanding of effective pedagogy and willingness to continue developing your practice.
- Strong understanding of your subject and willingness to keep this up to date.

Agreed by:

Postholder: _____

Date: _____

Print Name: _____

Headteacher _____

Date: _____