



JOB DESCRIPTION

TITLE:	English Lead – Key Stage 3
SCHOOL:	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
RESPONSIBLE TO:	Head of English/Assistant Headteacher
RESPONSIBLE FOR:	English teaching staff
CONTRACT TYPE:	Fixed term – 12 months – this is to support the organisation during a period of planned organisational change. The role provides essential capacity to maintain continuity of service while new structures, responsibilities, and workflows are implemented. At the end of the 12-month period, the ongoing requirements of the role will be reviewed in line with the finalised organisational structure.
GRADE:	TLR 3

About the role:

To lead and manage the delivery of English across Key Stage 3, ensuring high-quality teaching, strong student progress, and a consistent, engaging curriculum that prepares students for success at Key Stage 4 and beyond. The role focuses on raising attainment, promoting literacy, and supporting staff development.

Job Description	
Job Title	English Lead – Key Stage 3
Salary	TLR 3
Responsible to	Head of English/Assistant Headteacher
Staff Managed	English teaching staff
Contract	Fixed – 12 months
Curriculum Leadership	<p>Lead the design, implementation, and evaluation of the KS3 English curriculum.</p> <p>Ensure the curriculum is challenging, inclusive, and aligned with National Curriculum expectations and KS4 progression.</p> <p>Develop schemes of work that build strong foundations in reading, writing, and oracy.</p> <p>Embed opportunities for creativity, critical thinking, and cultural capital within the curriculum.</p>
Teaching and Learning	<p>Model outstanding teaching and learning practices in English.</p> <p>Support staff in delivering engaging, high-quality lessons.</p> <p>Ensure consistent approaches to teaching reading, writing, grammar, and vocabulary.</p> <p>Promote adaptive teaching strategies to meet diverse learner needs.</p>
Raising Achievement	<p>Monitor and track student progress across KS3 English.</p> <p>Analyse attainment and progress data to identify trends and target intervention.</p> <p>Implement strategies to close achievement gaps, particularly for disadvantaged and SEND students.</p> <p>Support transition from Key Stage 2 to ensure continuity in learning.</p>
Assessment and Moderation	Develop and oversee KS3 assessment frameworks.

	<p>Ensure consistency and accuracy in marking and assessment across the team.</p> <p>Lead moderation activities within the department.</p> <p>Use assessment data to inform curriculum planning and teaching strategies.</p>
Staff Development	<p>Provide coaching, mentoring, and support to English teachers.</p> <p>Lead CPD sessions focused on KS3 pedagogy and curriculum.</p> <p>Support Early Career Teachers (ECTs) and trainee teachers.</p> <p>Share best practice and foster a collaborative team culture.</p>
Quality Assurance	<p>Conduct lesson observations, learning walks, and work scrutinies.</p> <p>Provide constructive feedback to improve teaching and learning.</p> <p>Ensure consistency in expectations for presentation, marking, and feedback.</p> <p>Contribute to departmental and whole-school self-evaluation.</p>
Literacy Across the Curriculum	<p>Promote whole-school literacy strategies.</p> <p>Support non-specialist staff in developing students' reading and writing skills.</p> <p>Lead initiatives to improve reading engagement and comprehension.</p> <p>Champion disciplinary literacy approaches.</p>
Resources and Environment	<p>Manage KS3 English resources, including texts and digital tools.</p> <p>Ensure classrooms and learning environments support literacy development.</p> <p>Promote a reading culture through displays, activities, and enrichment.</p>
Communication and Collaboration	<p>Work closely with the Head of English and senior leaders to drive improvement.</p>

	<p>Communicate effectively with parents regarding student progress and literacy development.</p> <p>Collaborate with other departments to support cross-curricular literacy.</p> <p>Engage with external networks and professional development opportunities.</p>
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Person Specification – KS3 English Lead

Qualifications & Experience

Criteria	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Degree in English or a related subject	✓	
Successful experience teaching English at KS3 (and ideally KS4)	✓	
Strong understanding of KS3 curriculum and assessment	✓	
Evidence of improving student outcomes	✓	
Previous middle leadership experience		✓
Experience developing curriculum or leading initiatives		✓
Knowledge of evidence-informed teaching strategies		✓
Experience supporting whole-school literacy		✓

Key Skills and Competencies

Skill / Competency	Required
Strategic leadership and curriculum design	✓
Data analysis and intervention planning	✓
Coaching and mentoring staff	✓
Strong subject knowledge and pedagogy	✓
Passion for literature, language, and student achievement	✓

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from Direct.gov.uk

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

'CVs will not be accepted for any posts based in schools.'