



JOB DESCRIPTION

TITLE:	English Lead – Key Stage 5
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, develop, and manage the provision of English at Key Stage 5, ensuring outstanding teaching, high academic achievement, and strong student progression to higher education and employment. The role includes responsibility for curriculum design, staff development, and maintaining high standards in A-Level English teaching.

Job Description	
Job Title	English Lead – Key Stage 5
Salary	TLR 3
Responsible to	Head of English/Assistant Headteacher
Staff Managed	English teaching staff
Contract	Fixed – 12 months
Curriculum Leadership	<p>Lead the planning, delivery, and evaluation of the KS5 English curriculum (A-Level English Literature, Language, or combined).</p> <p>Ensure schemes of work are rigorous, engaging, and aligned with exam board specifications.</p> <p>Develop a curriculum that promotes critical thinking, independent study, and academic scholarship.</p> <p>Ensure clear progression from KS4 to KS5.</p>
Teaching and Learning	<p>Model outstanding teaching practice at KS5 level.</p> <p>Support teachers in delivering high-quality, intellectually challenging lessons.</p> <p>Ensure effective teaching of key skills such as essay writing, textual analysis, and academic argument.</p> <p>Promote independent learning and high expectations of all students.</p>
Raising Achievement	<p>Monitor and track student progress at KS5.</p> <p>Analyse attainment data to identify trends and implement targeted intervention.</p> <p>Support students in achieving top grades (A–A*) while ensuring progress for all learners.</p> <p>Oversee preparation for examinations and coursework (NEA where applicable).</p>
Assessment and Moderation	Lead KS5 assessment practices, ensuring accuracy and consistency.

	<p>Oversee internal and external moderation processes.</p> <p>Ensure all marking and feedback aligns with exam board requirements.</p> <p>Support staff in applying assessment criteria effectively.</p>
Staff Development	<p>Provide coaching and mentoring for KS5 English teachers.</p> <p>Lead CPD focused on A-Level pedagogy and subject knowledge.</p> <p>Support staff with subject-specific updates and changes to specifications.</p> <p>Foster a collaborative and high-performing team culture.</p>
Quality Assurance	<p>Conduct lesson observations, book scrutinies, and student voice activities.</p> <p>Provide developmental feedback to staff to improve teaching and outcomes.</p> <p>Monitor the quality of teaching and learning across KS5 English.</p> <p>Contribute to departmental self-evaluation and improvement planning.</p>
Enrichment and Academic Development	<p>Promote a culture of reading beyond the curriculum.</p> <p>Organise enrichment opportunities such as lectures, theatre visits, and university links.</p> <p>Support students with UK university applications (e.g., UCAS, personal statements for English-related degrees).</p> <p>Encourage participation in competitions, wider reading, and scholarly activities.</p>
Resources and Environment	<p>Manage KS5 English resources, including texts, journals, and digital materials.</p> <p>Ensure learning environments reflect an academic and scholarly culture.</p> <p>Promote independent study through effective use of resources and study spaces.</p>

Communication and Collaboration	<p>Work closely with senior leaders and the Head of Department.</p> <p>Communicate effectively with students and parents regarding progress and expectations.</p> <p>Liaise with universities, external agencies, and subject networks.</p> <p>Support whole-school literacy where appropriate.</p>
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Person Specification – KS5 English Lead

Qualifications & Experience

Criteria	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Degree in English or a related subject	✓	
Experience teaching English at KS5 with strong outcomes	✓	
Excellent subject knowledge of A-Level English specifications	✓	
Proven ability to raise student achievement	✓	
Strong leadership and communication skills	✓	
Experience in a leadership role within a department		✓
Experience with multiple exam boards		✓
Knowledge of university admissions for English-related courses		✓

Key Skills and Competencies

Skill / Competency	Required
Strategic curriculum leadership	✓
Advanced subject expertise	✓
Data analysis and intervention planning	✓
Coaching and mentoring staff	✓
Commitment to academic excellence and student success	✓

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.'