

### **Job Description**

**Post:** Head of Key Stage - English

**Responsible to:** AHT in charge of English

**Salary scale:** TLR 2c, £8,610

**Location:** The Excelsior Academy

### **Job Purpose**

The main purpose of this post is to support the Head of English in planning and monitoring the quality of teaching of English and leading the Key Stage programme.

### **Main responsibilities of the post**

- To be accountable for planning, development, monitoring and evaluation of the Key Stage in English
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students
- To comply with the range of duties and responsibilities of teachers as set out in the current School Teachers' Pay and Conditions document

### **Specific responsibilities**

#### *Strategic Leadership*

- To play an active role as a middle leader in developing the Key Stage provision in English
- To lead by example through modelling excellent professional practice
- To promote the sharing of good practice in the key stage in teaching amongst subject staff
- To attend appropriate INSET, to contribute to the whole-school CPD plan with a view to raising awareness, developing and disseminating good practice in the subject
- To represent the department's interests at such school and local meetings as may be required, and to actively promote effective subject links with external agencies, partner schools and the community
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology

#### *Operational role*

- To coordinate teaching of the key stage in English across the department
- To write new schemes of work and regularly evaluate current schemes of work
- To ensure that the key stage curriculum is differentiated and accessible for all students
- To be responsible for identifying, obtaining and distributing revision guides/workbooks
- To prepare and coordinate exam entries, including samples and exam board entries
- To work closely with the relevant HoL/LG to co-ordinate targeted intervention and exam skills programmes

- To manage the key stage resources effectively by keeping a record of all resources specific to the key stage and overseeing their use, storage and security
- To play a part in the induction and mentoring of new members of the department and to ensure that ECTs are appropriately monitored and supported
- To co-ordinate, monitor and develop provision for EAL, SEN, and more able students at the key stage in the department
- To contribute, when requested, to school liaison and marketing activities (e.g. prospectus)

#### *Quality and Standards*

- To monitor and support teaching of schemes of work at Key Stage
- To collect and keep updated a portfolio of work at each level to act as a guide for moderation and for staff development purposes
- To oversee the academic progress of the key stage in students in the department by using student data and target setting to ensure that each student is reaching their potential
- To analyse interim data and put intervention systems in place to maximise progress
- To monitor the key stage students' attendance and punctuality, and behaviour in lessons in the department, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To establish common standards of practice, and to actively monitor learning and behaviour in accordance with school policies.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This Job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.