



KS3 Head of English

School: Ipsley C of E Middle School

Contract: Permanent

Salary: Teacher main scale + TLR 2b (£5,872.00)

Start date: 1st September 2026

Closing date: 9.00am on Wednesday 13th May 2026

ADVERT

Ipsley C of E Middle School is seeking an inspirational and ambitious practitioner to lead our KS3 English department. Your passion for English and high expectations of your department will ensure our pupils achieve excellent outcomes. We welcome applications from experienced leaders as well as those who are ready to take their first steps into subject leadership.

Ipsley Church of England Middle School is part of the Central Region Schools Trust (CRST), benefiting from strong, collaborative relationships across schools within the local pyramid and the wider Trust. These partnerships span a range of areas, including the co-construction of curriculum overviews and the sharing of operational staff. This structure offers school leaders a valuable opportunity to contribute meaningfully to pupils' educational journeys across all phases of formal education, with a clear understanding of progression from Key Stage 2 through to Key Stage 4.

Transition to the neighbouring high school, Arrow Vale—where Key Stage 3 is completed—is a key priority. The successful candidate will work closely with colleagues at the high school, as well as with the other middle school in the pyramid, to ensure continuity and excellence in provision. There may also be opportunities to teach at Key Stage 4 and to collaborate with, and receive support from, the Trust's Director of English and Literacy. In addition, the role includes working alongside the Trust's Primary Improvement Lead to ensure that transition from Key Stage 2 to Key Stage 3 is both seamless and ambitious. Applications are welcomed from strong Key Stage 2 practitioners, particularly those with a background or degree in literacy.

By joining Ipsley, you will become part of a dedicated team committed to enabling every individual to become the best version of themselves through ambition, courage, and kindness. The school's lived Christian values foster a warm, inclusive, and supportive environment for both learning and professional practice, underpinned by a strong sense of teamwork and shared purpose. Ipsley is oversubscribed and has a proven track record of securing strong, sustained outcomes for its pupils

Central Region Schools Trust is committed to the continued development and growth of all staff, including school leaders.

We are looking for leaders with:

- a passion for their subject and in developing others
- ambition for youngsters to achieve excellent outcomes
- strong classroom practice with high expectations and a passion for developing a strong learning culture;
- the desire to lead and line manage others
- the willingness to contribute positively to a committed and positive team of professionals;
- a commitment to making a positive difference within the community;
- the flexibility to teach beyond subject specialism, where required;
- a keenness to engage in a range of training and development opportunities;
- a commitment to live our vision and support our Christian Distinctiveness

Tours of the school or telephone discussions about the role are welcomed and can be arranged by contacting Yvette Wigg via email: ywigg@crst.org.uk

How to Apply

Visit the school website for details on how to apply www.ipsleyschool.org.uk

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list. All shortlisted candidates will be subject to an online check.

Job Description

Job Title: KS3 Head of English

Reporting to: Vice Principal

Location: Ipsley C of E Middle School

Specific Responsibilities

- To lead the KS3 English department in designing ambitious, relevant and exciting learning experiences which provide pupils with the opportunity to achieve their individual potential
- To raise standards of pupil attainment
- To lead the development of the English curriculum in KS3, ensuring it is ambitious, creative, of consistent quality and underpinned by effective assessment
- To monitor the quality of teaching, learning and assessment of English across KS3, supporting improvement where needed
- Contribute to the middle leadership team and contribute to CPD
- To safeguard and promote the welfare of young people
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Main Duties

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To ensure the additional education needs of all pupils are catered for.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To assess record and report on the progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To undertake a designated programme of teaching which may include other subjects, as determined by the school timetable
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

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Generic Duties and Responsibilities

Pupil support system

- To be a Form Tutor to an assigned group of KS3 pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with the Pupil Support Team to ensure the implementation of Pupil Support systems.
- To register pupils, remain with pupils in Collective Worship/assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
- To contribute to and deliver the school's tutorial programme.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE, CIAG and SMSC, according to School and Trust policies
- To apply the Behaviour Management Systems so that effective learning can take place.

Operational/Strategic Planning

- To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in KS3 English
- To lead on and implement the KS3 English development plan, in support of the school improvement plan and KPIs.
- To liaise with KS2 English leads in school to ensure a cohesive and progressive curriculum across the school.
- To plan and prepare schemes of work and lessons.
- To contribute to the whole school's planning activities.
- To contribute to the CRST co-design process
- To develop and maintain strong leadership links with relevant curriculum leaders in feeder and Trust schools

Curriculum Provision

To assist the Curriculum and Pedagogy lead and SLT links to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staff Recruitment, Development and CDP

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To be a line manager or ECT mentor if required

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist Senior Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.

Other Specific Duties

To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post may involve redeployment to other Trust schools within the locality.

April 2026

Person Specification

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> Qualified Teacher status 	<ul style="list-style-type: none"> Evidence of further study Middle leader qualification

Criteria	Essential	Desirable
Training and special knowledge	<ul style="list-style-type: none"> Successful and inspiring teaching in English Ability to demonstrate and disseminate strategies to raise pupil achievement and attainment, particularly in English Supporting school improvement strategy Evidence of a proactive approach to CPD Experience of leading CPD Comprehensive knowledge of the KS3 English curriculum Experience of writing cohesive and ambitious schemes of learning Strength in assessment, recording and reporting 	<ul style="list-style-type: none"> Experience of teaching in both KS2 and KS3 Experience of leading a subject Experience of contributing to SIP and SEF Knowledge of different English pedagogies Knowledge of KS2 and KS4 English

Criteria	Essential	Desirable
Skills and attributes	<ul style="list-style-type: none"> Outstanding classroom practice that challenges and inspires Ability to analyse and interpret data Set excellent standards of behaviour Excellent communication skills Good organisational skills Ability to support and lead a team 	<ul style="list-style-type: none"> Make contributions to extracurricular activities Proven ability to monitor and evaluate the quality of teaching and learning in English

Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> High expectations A passion for teaching and English Excited by new challenges Commitment to building strong home/school links Ability to inspire others Calm, supportive and caring Sense of humour High levels of energy Develop and sustain good personal relationships Strong team leader Adaptable Willingness to go the extra mile 	

Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

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Central Regions Schools Trust – Social Justice through Exceptional Schools’.



**Central Region
Schools Trust**

Founded by the RSA

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centralregionschoolstrust.co.uk