



**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	Key Stage 3 Leader of English TLR: 2A	
<b>Salary</b>	Teachers' Pay range with additional TLR: 2A	
<b>Purpose of the Job</b>	To ensure that each pupil is encouraged to achieve their potential.	
<b>Responsible To</b>	Head of English	
<b>Responsible For</b>	<b>N/A</b>	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	Level of Contact with Children	<b>High</b>
	Degree of Responsibility for Children	<b>High</b>
<b>Conditions of Employment</b>	<p>The conditions of employment for teachers are defined in the current School Teachers' Pay and Conditions Document.</p> <p>The postholder will be expected to undertake duties in line with the professional standards for qualified teachers.</p>	

The postholder will also be expected to endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.

## **Key Responsibilities**

### **Curriculum Leadership**

- **Provide leadership for the development, implementation, and ongoing evaluation of the Key Stage 3 English curriculum**, ensuring it is coherent, well-sequenced, and builds explicitly on the skills and knowledge students have acquired in Key Stage 2, while aligning with departmental and whole-school priorities.
- Ensure the curriculum clearly identifies the essential knowledge, vocabulary and disciplinary skills that students should secure at key points throughout Key Stage 3.
- Lead the development of long-term curriculum planning and schemes of work for Key Stage 3, supporting colleagues to deliver effective and consistent teaching.
- Champion the development of foundational literacy knowledge, ensuring the curriculum provides systematic opportunities for students to develop accuracy and fluency in handwriting, spelling and written expression.
- **Through transition work with primary schools** and collaborative work led by St Clare Trust, ensure that Key Stage 3 planning is informed by students' prior learning and that the move from KS2 to KS3 is supportive.
- Lead the identification of gaps in students' literacy knowledge and written accuracy, ensuring that curriculum planning and targeted support address these effectively.
- Oversee the design and implementation of assessment approaches that enable teachers to identify where key knowledge and skills are not yet secure.
- Work with the Head of English to ensure robust tracking and analysis of student progress, using assessment information to inform curriculum refinement and intervention strategies.
- Contribute to the evaluation of student outcomes and departmental performance, supporting the Head of English in reviewing progress across the key stage.

### **Teaching and Learning**

- Model high-quality teaching practice and contribute to the development of consistent, evidence-informed approaches to teaching English across the department.
- Support the development of shared approaches that improve students' ability to plan, structure and write effectively, including the teaching of extended responses and analytical writing.
- Promote teaching strategies that develop precision and clarity in written communication, including explicit teaching of spelling, handwriting and writing conventions.
- Support the development of effective assessment for learning practices, ensuring feedback and marking support students in improving their work.

### **Staff Leadership and Development**

- Provide professional support and guidance to colleagues teaching Key Stage 3 English, helping to ensure high standards of teaching and curriculum delivery.
- Contribute to the development of a collaborative and reflective departmental culture through coaching, professional dialogue and sharing of effective practice.
- Lead or contribute to departmental professional development, particularly in relation to the teaching of writing, literacy development and curriculum implementation at Key Stage 3.
- Work closely with the Head of English and the whole school Literacy Lead to ensure clear progression across the English curriculum from Key Stage 3 to Key Stage 4.
- Engage actively in professional development and contribute to the school's ongoing improvement work

### **Additional Specific Responsibilities:**

- a) To be a Form Tutor to an assigned Form Group and to carry out related duties in including:-
  - i) Distributing and recording receipt of letters, timetables and information relating to exams;
  - ii) Ensuring that students understand the arrangements for their exams and direct any problems to the Examinations Manager.
- b) In consultation with the post holder, the Headteacher may request a person takes on a specific responsibility as the school develops and / or the need arises.

### **General Duties**

- a) To share responsibility both for personal continuing professional development (CPD) and for contributing to the CPD of others;
- b) To carry out a share of supervisory duties in accordance with published schedules;
- c) To participate in appropriate meetings with colleagues and parents relative to the above duties;
- d) To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors;
- e) To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.