



SHENFIELD HIGH SCHOOL

ENGLISH KS4 LEADER
SEPTEMBER 2026

Information for candidates

L E A R N I N G F O R L I F E

English KS4 Leader

Required September 2026

TLR 1a £10,173

The role

We are seeking a charismatic, dynamic and highly motivated practitioner to join the leadership team of our enthusiastic, skilled and successful English department as KS4 Leader. We offer an ambitious and challenging Key Stage 4 curriculum designed to foster a love of literature and language while driving excellent outcomes for our students. The successful candidate will play a pivotal role in leading KS4 provision, driving standards, and ensuring consistently high-quality teaching, learning and assessment across GCSE English Language and Literature.

This is an exciting opportunity for a passionate teacher and leader to shape and refine curriculum design, support colleagues in delivering engaging and impactful lessons, and use assessment intelligently to maximise student progress and attainment. You will be instrumental in leading effective intervention strategies and ensuring that all students are fully prepared to achieve their potential in external examinations.

The English department is a particular strength of the school. We pride ourselves on fostering a culture that is both supportive and collaborative, where staff feel genuinely valued and thrive as part of a team of experienced and reflective practitioners. Professional development is a priority, and you will be fully supported in your leadership role within a welcoming and forward-thinking department. A love of reading is central to our curriculum, and you will join a team committed to promoting this across the school. A wide range of enrichment opportunities is offered, including public speaking, creative writing, book clubs and targeted revision sessions. We also actively engage with national and whole-school initiatives such as World Book Day, BBC News Day and visiting author events, alongside making full use of our excellent school library.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

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We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Private GP service
- Employee Assistance programme
- Access to a fully equipped fitness suite
- Continuous CPD programme
- Discounted childcare during half-term breaks
- Supportive onboarding

If you would like an informal discussion about this position and/or a pre-application visit please contact the HR Manager: e.kirk@shenfield.essex.sch.uk

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Job details

Start date: September 2026

Salary: MPS – UPS *plus TLR1a, £10,173*

Contract type: Permanent. Full or part-time availability will be considered.

CLOSING DATE: 11th May 2026 (midday)

Interviews: w/c 18th May 2026

Application details from the school's website: www.shenfield.essex.sch.uk. Please apply using the application form and a cover letter that outlines how your experience and skills fulfil the job description and person specification; **CVs are also welcome in the first instance.**

Where possible, you should apply outlining how your experience and skills fulfil the job description and person specification; CVs are also welcome in the first instance.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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JOB DESCRIPTION: ENGLISH KS4 LEADER

Reporting to: Team Leader of English

Reporting to: All members of the English team

Overall Purpose of Post

All teachers are accountable to the Headteacher through their Line Manager. The post holder will be expected to perform the following duties and meet the teaching responsibilities as set out in the School Teachers' Pay & Conditions Document (STPCD) and to the quality as laid out in The Teaching Standards/ ECT Framework.

Main purpose

- The KS4 Leader of English will take strategic and operational responsibility for Key Stage 4 to secure:
- High-quality teaching, strong subject knowledge and consistent practice across the team
- A coherently planned, well-sequenced and ambitious KS4 curriculum
- Strong progress and attainment outcomes for all students
- Accurate, consistent and impactful assessment practices
- The effective use of resources to support student achievement

Teaching and Learning

Teachers are expected to:

- Plan and deliver high-quality, well-structured lessons in line with the school's curriculum and schemes of work
- Assess, monitor, record and report on student progress, using data to inform teaching and intervention
- Adapt teaching to respond to the strengths and needs of all students, including those with SEND
- Set high expectations that inspire, motivate and challenge students
- Promote excellent progress and outcomes for all learners
- Demonstrate strong subject and curriculum knowledge

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Strategic Leadership and Accountability

- › Lead and promote English across KS4, championing high standards and a culture of academic excellence
- › Maintain a clear and accurate understanding of KS4 performance through regular analysis of assessment data
- › Use this analysis to implement, monitor and evaluate targeted intervention strategies
- › Lead the planning and coordination of an effective and strategic revision programme, including revision sessions and timetables
- › Lead the organisation and quality assurance of KS4 Speaking and Listening assessments
- › Take a proactive approach to parental engagement for KS4, building strong relationships with parents and carers to support progress, intervention and examination success.
- › Contribute to the school development plan and produce and evaluate a focused KS4 action plan
- › Contribute to whole-school policies and play a full role in the wider life of the school

Curriculum and Quality of Education

- › Lead the development and continual refinement of the KS4 English curriculum
- › Oversee and regularly review schemes of work, ensuring they are ambitious, well-sequenced and responsive
- › Ensure curriculum implementation is consistent and of high quality across the department
- › Monitor the quality of teaching and learning, ensuring high standards are maintained
- › Promote excellence in reading, writing, speaking and listening across KS4
- › Lead on the promotion of KS4 English across the school
- › Keep up to date with developments in pedagogy, curriculum and assessment

Professional Development and Team Support

- › Support and develop colleagues through coaching, modelling and the sharing of best practice
- › Lead or contribute to departmental CPD to ensure high-quality delivery of the KS4 curriculum
- › Foster a collaborative, supportive and high-performing team culture
- › Engage in relevant professional development and share effective practice with colleagues
- › Participate fully in the school's appraisal process
- › Undertake further training and development to enhance own practice and leadership impact
- › Where appropriate, contribute to the appraisal and professional development of others

Monitoring and Assessment

- › Quality assure assessment data within KS4 English to ensure it is accurate, reliable and valid
- › Analyse internal and external assessment data to track student progress and attainment
- › Identify gaps in learning and ensure targeted interventions are implemented effectively
- › Monitor the quality of teaching and learning across KS4, including work scrutiny, planning reviews, lesson observations and learning walks
- › Lead moderation processes to ensure accurate and consistent teacher assessment across the department

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Leadership and Management of Staff

- Quality assure assessment data within KS4 English to ensure it is accurate, reliable and valid
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- Identify gaps in learning and ensure targeted interventions are implemented effectively
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Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Degree• Qualified teacher status
Experience	<ul style="list-style-type: none">• Demonstrable impact as a classroom practitioner• Experience of teaching across the key stages
Skills and knowledge	<ul style="list-style-type: none">• Expert knowledge of the English curriculum, its sequencing and assessment across all Key Stages• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve• Ability to build effective working relationships with staff and other stakeholders• Understanding of how to adapt teaching to meet students' needs• Knowledge of guidance and requirements around safeguarding children• Good IT skills with the ability to use it for analysing data and information• Effective communication and interpersonal skills, with the ability to communicate a vision and inspire others• Ability to lead and support others in building positive relationships with students• Ability to role model and convey high expectations of behaviour in accordance with the school's behaviour policy
Personal qualities	<ul style="list-style-type: none">• Ability to uphold and promote the ethos and values of the school• Commitment to safeguarding and equality• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times



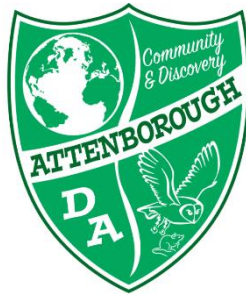
SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead



**SHENFIELD
HIGH SCHOOL**

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk

- Please visit our website for an application form Job Vacancies - Shenfield High or email our recruitment@shenfield.essex.sch.uk for a hard copy of our application form
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello

Headteacher