



Job Description: Head of KS4 English	
Post holder	
Postholder reports to	Head of English
Generic Responsibilities	Teaching Load: 19 hours (see Professional Duties School Teachers' Pay and Conditions Document and Staff Handbook)
Responsibilities specific to post	<p>Responsible for: Quality of Teaching, Progress and Attainment within Key Stage 4</p> <p>Line Management of: Staff within the Subject area</p> <ul style="list-style-type: none"> ● To lead and manage the Subject area at GCSE – specifically to: <ul style="list-style-type: none"> ○ Ensure Year 10-11 curriculum and assessments are all in place ○ Organise and manage Year 10-11 developments, administration and monitoring ○ Ensure KS4 curriculum is fit for purpose ○ Use school and national data and agree appropriate improvement targets with faculty leader to maintain student progression in Year 11 and Advanced Level ○ Organise Intervention in GCSE ○ Monitor Church Chare Resources ○ Promote the recruitment of students in the sixth form ● To be part of the Extended Leadership Team and, as such, to take an active and proactive leadership role across the whole school, modelling expected behaviours for all staff ● To contribute to the strategic leadership of the school, developing, implementing and evaluating systems, policies and procedures ● To be accountable for all aspects of student progress and attainment levels within KS4 of the Subject area ● To work closely with Faculty Leader and Senior Leaders to ensure that strategies are in place to maximise levels of attainment in Key Stage 4 for all students ● To develop and enhance the practice of all other members of staff in the Subject area ● To actively promote the school and liaise with outside agencies as necessary ● To maintain a presence around the whole school to ensure that the highest standards of behaviour are upheld ● To contribute constructively to discussions and decisions at Faculty Team meetings ● To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate ● To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment ● To demonstrate a commitment to Equality of Opportunity for all members of the school's community

Curriculum and Assessment

- To design an engaging and challenging Key Stage 4 curriculum that enables every student to enjoy the subject and achieve at the highest level, supported by detailed schemes of work which ensure consistency and coherence across KS4 English teaching
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels
- To review and develop the curriculum, involving Subject staff and students
- To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy
- To liaise with partner schools and feeder schools, sharing and gleaning best practice and using it to inform the practice of the Subject team
- To work with the Faculty Leader to set, oversee and evaluate regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all Subject staff and standardised /moderated thoroughly
- To work with the Faculty Leader to ensure that all student data is understood, interpreted and utilised by all Subject staff to modify planning and personalise support
- To ensure that a range of enrichment and extension activities are offered which enhance the students' literacy skills, confidence and love of the subject
- To ensure that statutory requirements are met
- To ensure that all Subject staff are marking, assessing and providing feedback in line with best practice and school policy at all times

Monitoring and Evaluation

- To monitor the effectiveness of teaching and learning within the Subject area, through regular lesson observations, work scrutiny and other data collection methods.
- To intervene positively where a colleague's quality of teaching needs improvement to ensure that all learning is Good or Outstanding within the Subject Area.
- To ensure that all Subject staff use the school's agreed lesson planning mechanisms to deliver highly effective lessons and schemes of work
- To work with the Faculty Leader to regularly review the attainment and progress of all students, groups and subgroups with Subject staff and plan, implement and oversee support and interventions
- To work with the Faculty Leader to produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including SENCO, Leadership Team members and parents/carers
- To ensure that all whole school policies are implemented consistently by Subject staff

Strategic Leadership

- To work alongside the Faculty Leader to lead colleagues in the Subject area in formulating aims, objectives and strategic plans for the team which support and complement those of the whole school

	<ul style="list-style-type: none"> ● To work alongside the Faculty Leader to produce an annual Improvement Plan for the Subject and monitor and evaluate its delivery and impact <p>Staff Development</p> <ul style="list-style-type: none"> ● To support the development and training of Subject staff, working with the Assistant Head (Staff and Student Learning) to ensure that their CPD needs are met ● To participate in the recruitment process for members of the Subject team ● To ensure effective induction of new staff in line with school procedures ● To promote teamwork and to motivate staff to ensure effective relations ● To be responsible for the deployment of staff and the day to day management of Subject colleagues, acting as a positive role model and school leader ● To support and challenge team members, including in circumstances when they are underperforming ● To work alongside the Faculty Leader to organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment <p>Resources</p> <ul style="list-style-type: none"> ● To effectively manage the Subject area’s Upper School budget in order to progress agreed team and school priorities, maximize attainment and ensure value for money ● To effectively manage physical resources, stock and Subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning ● To ensure that risk assessments and health and safety checks are carried out in line with Academy policy <p>Pastoral</p> <ul style="list-style-type: none"> ● To take a proactive role as a form tutor, fulfilling all pastoral duties required ● To contribute to the creation and delivery of high quality Edge materials and lessons. <p>Other</p> <ul style="list-style-type: none"> ● Undertake any other professional duties as set down in the School’s pay and conditions of service document or as can be reasonably directed by the Headteacher.
Teaching & Learning Responsibility	2b