**Job Title:** Head of Key Stage English

**Responsible to:** Governors, Headteacher, English Head of Department

**OVERALL RESPONSIBILITY**

* To provide professional leadership and management of all aspects of English at either Key Stage 3, 4 or 5
* To be accountable for high quality learning and efficient and effective management of resources
* To be accountable for improved standards of teaching and learning for all pupils within the Key Stage
* To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection procedures
* To ensure data is used to inform teaching and learning
* To ensure assessments are robust and fit for purpose

**SECTION 1 – DUTIES**

* To be accountable for promoting effective Teaching and Learning at Key Stage 3, 4 or 5 amongst other staff across the department
* To evaluate the teaching of English at Key Stage 3, 4 or 5 across the department and use this information to improve performance
* To provide reports as required by the Headteacher and Head of English on the performance of the department at Key Stage 3, 4 or 5
* To set Key Stage 3, 4 or 5 pupil’s targets for future performance using question analysis
* To support the Head of English in implementing the school policy on behaviour
* To help develop positive home / school links to assist pupils’ progress at Key Stage 3, 4 or 5
* To ensure the provision of English at Key Stage 3, 4 or 5 aligns with the requirements of the curriculum and Department Development Plan
* To inspire, coach and develop the teaching skills of staff and lead staff development and training

**SECTION 2 – KEY TASKS**

* To ensure curriculum coverage, continuity and progression throughout Key Stage 3, 4 or 5 for all pupils, including those with high ability, SEN and Disadvantaged students
* To ensure effective development of pupils’ key skills through the subject, in line with whole school policies (e.g Literacy)
* To develop effective links with the local community including business and industry in order to extend the subject curriculum, as appropriate
* To develop effective links with the feeder primary schools in order to continue to raise standards
* To lead effective transition strategies to promote curriculum continuity from Year 6 to Year 7 and from Key Stage 3 to Key Stage 4 to Key Stage 5
* To lead staff in the creation, implementation and improvement of schemes of work at Key Stage 3, 4 or 5
* To coordinate the writing of tests and exams, working with colleagues to ensure that appropriate assessments are in place
* To coordinate KS2-KS3 transition programmes and moderation days
* To maintain records for Key Stage 3, 4 or 5 students, including assessment marks, cause for concern and other reports as necessary
* To detect underachievement of Key Stage 3, 4 or 5 pupils promptly, to identify causes for concern at regular intervals and to devise and implement appropriate intervention strategies if individual pupils fail to achieve their potential
* To organise internal examinations for Key Stage 3, 4 or 5 including organisation of papers, mark schemes, and liaison with the Head of Department
* To allocate new pupils to teaching groups and maintain the Key Stage 3, 4 or 5 master set lists, moving pupils as necessary to different sets
* To oversee the ordering of resources for use at Key Stage 3, 4 or 5 and to be responsible for its distribution within the department
* To liaise and work with other members of the English Leadership Team

**SECTION 3 – ADDITIONAL RESPONSIBILITIES**

* To undertake other duties from time to time discussed with the Headteacher and Senior Leadership Team where appropriate
* To support the aims and ethos of the school
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour
* To attend team and planning meetings (where reasonably possible and at the discretion of all staff concerned)

**Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

2. Co-operate with the employer on all issues to do with Health, Safety & Welfare

3. Manage the pupils’ Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson

**Continuing Professional Development**

1. In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School

2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available

3. Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for the post

4. Maintain a professional portfolio of evidence via School IP to support the

Performance Management process - evaluating and improving own practice

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties. It also lies within the framework of the current School Teachers Pay and Conditions of Service Document.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

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| Compiled by: H Price |  |
| Approved by: W Morgan | Revision Date 31/08/2022 |