

Job Description

Job Title: Head of KS3 English

Location: Jane Austen College, Norwich

Closing: 12pm on Monday 23rd May 2022

Job title	Head of KS3 English
Salary Scale	MPS / UPS + TLR of £2,873
Hours of Work	Full Time
Responsible to	Head of English
Location	Jane Austen College, Norwich

Main purpose of the role

- **To be responsible for KS3 English**

Organisational relationships

- Responsible to the Head of English
- Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.

Principal accountabilities and responsibilities

Overview	<ul style="list-style-type: none"> • To develop a vision and strategic plan for KS3 English Literature, Language and Drama in line with the Academy's strategic plan. • To ensure that our high standards are applied consistently across the Academy Team in terms of the: <ul style="list-style-type: none"> • o Smooth day-to-day running of the Academy; • o To ensure all staff are aware of all Academy policies; and • o Implementation of the quality assurance procedures for the department and subject. • To provide high quality leadership of the KS3 English and Drama team and ensure that the overall quality and coherence of the subjects is excellent. • To ensure that teaching at KS3 is excellent. • To plan, develop and monitor the KS3 English and Drama curriculums effectively, ensuring high quality provision that is accessible to all. • To effectively monitor student progress at KS3 in English and Drama, supporting teachers to intervene and ensure progress for all. • To plan and monitor Progress Points in the subjects, analysing results and feeding into 'Improvement Boards' as needed. • To coordinate extra curricular provision and intervention for KS3 English and Drama to suit the requirements of our students. • To be aware of the statutory requirements of the subjects and manage any changes effectively. • To coordinate standardisation, marking and moderation cycles at KS3 English and Drama to ensure accuracy and integrity in student work. • To be responsible for exam entries at KS3 English and Drama, and the timely and accurate submission of coursework portfolios to the exam boards. • To contribute to the English and Drama department's quality assurance process, sharing good practice and supporting
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	<p>colleagues through the coaching model as needed.</p> <ul style="list-style-type: none"> • To ensure the smooth day to day running of KS3 classes. • To support the Head of English and Drama as needed. • To undertake line management of members of the English and Drama team. • To work closely with the Sixth Form leadership team to support student progress, especially with writing. • To Undertake any other professional duties, which are reasonably delegated to her/him by the Executive Principal, Principal or the Governing Body.
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In anyway possible, in accordance with the role, support students to achieve their potential
- In anyway possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> First degree or equivalent – QTS 	
Experience	<ul style="list-style-type: none"> Successful subject experience as a teacher and manager in education in a secondary school Successful involvement in performance management, self-evaluation process and data analysis as an aid in personal and team improvement, development and change Proven practice in leading, motivating and supporting staff to achieve high standards 	<ul style="list-style-type: none"> Evidence of effective design and implementation of initiatives for raising student attainment and improving the quality of teaching and learning strategies Successful experience in leading and managing pedagogic changes at department level
Skills, Knowledge	<ul style="list-style-type: none"> A proven leader and educational strategist, passionate about teaching and learning Ability to develop a high quality, academic curriculum that exceeds the needs of its students Committed to raising standards of achievement through innovative practice Committed to raising standards of teaching and learning through innovative and collaborative practice. 	

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Signature

Date

Name