



Person Specification Castleford Academy Key Stage 4 Leader of English

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status. A degree in English (or equivalent) or in a subject related to English. 	<ul style="list-style-type: none"> Honours degree in English or closely related subject.
Experience	<ul style="list-style-type: none"> Outstanding teaching practitioner. Delivery of exceptional attainment of all pupils. Effective use of AFL. Developing appropriate SOW at both KS3 and KS4. Successfully implemented a key departmental project/initiative which involved people management skills. Working effectively as a form tutor. Experience of leading a team. 	<ul style="list-style-type: none"> Developing partnerships with other schools and outside agencies. Experience of successfully leading of a Key Stage. Experience of writing department policy. Experience of mentoring ITT students.
Knowledge	<ul style="list-style-type: none"> Effective use of assessment and attainment data to improve departmental standards and practices. Understand the wide variety of courses available for pupils across KS3 & 4. 	<ul style="list-style-type: none"> An understanding of Key Stage 2 curriculum.
Skills and Abilities	<ul style="list-style-type: none"> Excellent management skills ensuring that areas of development amongst the team are identified and addressed effectively. Excellent communicator. Competent user of technology. Ability to interpret data effectively and implement intervention strategies where necessary. Ability to adapt to every changing priorities. Ability to identify skills within the team and utilise those skills to the benefit of the academy, individual and department. Understand and have the ability to differentiate for the wide range of SEND pupils within the academy. 	<ul style="list-style-type: none"> Evidence of leading people and motivating others to share and support the department vision. Evidence of planning department priorities with clear milestones of success.
Professional Development	<ul style="list-style-type: none"> Ability to provide evidence to show a commitment to professional development. 	
Values	<ul style="list-style-type: none"> Committed to Castleford Academy values. Committed to achieving the best for every pupil. 	



	<ul style="list-style-type: none"> • Support academy ethos and values at all times both within the academy and the wider community. • Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting English as a subject. • Active contribution to the wider part of academy life. 	
Personal Qualities	<ul style="list-style-type: none"> • Inspirational, dedicated and motivated individual. • Desire to be the best you can be. • Passionate about the education of young people. • Passion for English. • Ability to stay calm under pressure. 	<ul style="list-style-type: none"> • Good sense of humour.



Job Description Key Stage 4 Leader of English

RESPONSIBLE TO

Leader of English

MAIN AREAS OF RESPONSIBILITY

- Support the Leader of English and to deputise when and where appropriate.
- Actively contribute to help to raise standards of student attainment and achievement within the whole department and to help to monitor and support student progress.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing body and Headteacher of the academy.
- Lead the department as curriculum leader for Key Stage 4 and be responsible for leading and developing staff in these areas.
- Assist with the development and enhancement the teaching practice of others.
- Monitor and support the overall progress and development of pupils as a manager within the department and as a form tutor.

Operational/Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, or to support the Head of Department and other assistant leaders, with this department.
- Lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching strategies relating to areas of specific responsibility.
- Responsible for the day-to-day management, control and operation of appropriate curriculum area(s) provision within the department and/or academy.
- Ensure accurate and consistent monitoring and following up student progress within your area of responsibility.
- Actively assist in the implementation of academy policies and procedures.
- Actively work with colleagues to formulate aims and objectives for the department/academy which have coherence and relevance to the needs of students and to the aims and objectives of the academy.
- Play a key role in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the academy.

Leadership and Management

- Ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- Ensure maintenance of designated databases.
- Make full professional use of analysis information and evaluate performance data provide, reporting to SLT half termly.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
- Produce reports within the quality assurance cycle.



- Assist in the production of reports on examination performance, including the use of value-added data.
- Assist in the identification of exam entries within the department.
- Assist the Leader of English to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Responsible for coordinating assessment materials as and when required.
- Co-operate with other departments to ensure a sharing and effective use of resources to the benefit of the academy and the students.
- Ensure the effective operation of quality control systems.
- Assist in the process of the setting targets within the department and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- Contribute to the school procedures for lesson observation.
- Participate in the monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required within the relevant subject area(s).

Curriculum Provision and Development

- Liaise with the Leader of English to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy's strategic objectives.
- As appropriate, liaise with other Heads of Department to ensure the success of departmental initiatives or whole-school ones that are led by the department.
- Support department development within the whole department.
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Be responsible for developing and updating schemes with the department team.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

Effective Liaison/Communication

- Effectively communicate with a range of individuals such as: Senior Leadership Team, teaching staff, relevant non-teaching support staff, LEA representatives, external agencies and parents.
- Ensure that all members of the department are familiar with aims and objectives.
- Ensure effective communication as appropriate with parents of students.
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Contribute to the school liaison and marketing activities, e.g., the collection of material for press releases.
- Contribute to the development of effective subject links with partner schools and the community, by for example, effective promotion of subjects at Open Days/Evenings, and/or attendance where necessary at liaison events in partner schools or the wider community.
- Actively promote the development of effective subject links with external agencies.



Teaching and Learning

- Undertake an appropriate programme of teaching in accordance with duties and expectations of a high-quality teacher.
- Prepare, develop and deliver lessons in the timetabled subject, according to the schemes of work agreed within the department.
- Monitor and record the performance of students.
- Foster and maintain high standards of effort and discipline amongst the students and follow appropriate procedure when pupils fail to follow academy rules
- Encourage effective learning by the appropriate use of formative assessment, clear target setting in both school and homework, and developing teaching and learning styles which enable participation by the students and which enable maximum performance in personal development and in public examinations.
- Build a working relationship with form tutors to enable effective communication on matters which concern members of their tutor group.
- Foster an atmosphere of mutual respect with students in all classroom activities.
- Develop and foster good working relationships with all staff - teaching, support staff and external service providers.
- Be involved in all development work undertaken by the department, including producing schemes of work, programmes of study, schemes of assessment or any such similar materials.
- Display work or materials which enhance the learning environment.
- Adhere to and support all published policy statements.
- Take part in the processes of performance management as required.
- Work alongside the Leader of English through QA processes, including work scrutiny and light touch.
- Contribute positively to the extracurricular life of the academy.

Health and Safety

- Undergo Basic First Aid training and update courses if desired.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.

Continued Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the academy curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- To keep up-dated in subject knowledge and new developments in English.



- Keep up to date with methodologies in English teaching to ensure teaching approaches engage those pupils requiring scientific literacy for issues they will encounter through their working lives.
- Be aware of CPD offered through subject specific organisations.

Candidates must also be willing to undertake any other responsibilities in line with their grade as requested by the academy.