



<b>Post Title</b>	<b>KS4 English Lead</b>
<b>School / Organisation</b>	Avanti House Secondary School
<b>Location</b>	Harrow
<b>Grade</b>	M1-UPS3 +TLR2b
<b>Hours</b>	Full time
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Principal
<b>Preferred Start Date</b>	1 <sup>st</sup> September 2023

### MAIN PURPOSES OF THE JOB

- Be responsible for student achievement and progress in Key Stage English, including the use of whole school systems for tracking and intervention
- Ensure that intervention is coordinated, rigorous, tracked and leads to impact, including one-to-one provision to support teaching assistants and after school clubs
- Develop an exciting and engaging English curriculum, with detailed schemes of work, focusing on the continual development of the Assessment Without Levels (AWL) framework or school based equivalent
- Continuously raise standards of student attainment through a rigorous schedule of assessment so that underachievement is identified early and redressed through precise, effective intervention
- Ensure that books are well marked and staff are adhering to the whole school policies through tracking and monitoring
- Ensure that students are being set a range of meaningful and relevant homework tasks and staff are adhering to the whole school homework timetable
- To promote English and Literacy across the curriculum, including the organisation of external visitors, trips and competitions
- Liaise with the English Coordinator to ensure that students are fully prepared and ready to access the curriculum
- Liaise with other key curriculum leads, including the HOD of Mathematics, English and Science to regularly discuss and implement whole school strategies that promote good teaching and learning and support progress and attainment
- Liaise with progress leads, to regularly discuss student needs, progress and attainment and interventions
- Effective line management of staff as per whole school management structures
- Effective use of the library, librarian and resources to promote reading across the key stage, linking to age appropriate selection and monitoring of reading ages
- Attendance at relevant whole school evenings, such as open evenings, parent consultation evenings and option evenings, etc. .



### RESPONSIBILITIES OF THE JOB

- **Vision Implementation:** Work with the Principal as part of a team of middle and senior leaders on the effective implementation and coordination of the vision, ethos and strategy for the school, within the context of the Avanti Schools Trust vision – taking a strategic lead on the leadership and management of the English Faculty.
- **Curriculum Development:** The appointed candidate takes a strategic lead on developing the English Faculty and delivery of this area of the school.
- **Extra-curricular Development:** The appointed candidate takes the lead on developing the extra-curricular provision of English as well as developing opportunities for focused intervention.
- **British Values:** As part of the development of the curricula, find opportunities to ensure that the fundamental British values are both understood and actively promoted within English.
- **Learning Leader, Assessment and Tracking:** Take a lead on pedagogical development, standards of teaching and learning within the English department – supporting less experienced teachers in the delivery of excellent teaching at all key stages.
- **Infrastructure, Health and Safety:** Take a lead on the effective provisioning and use of technology and other learning infrastructure within English and also on all aspects of safety risk management within the areas (including trips organised in the name of the subject).
- **External Links:** Contribute towards developing links across local, regional and national groups, business & industry with English interest.
- **Pastoral Support:** To act as a Form Tutor and to carry out the duties associated with that role.

To contribute to the school's pastoral programme and other cross-curricular areas according to school policy.

### Standards in the Subject Areas

- **Outstanding Practitioner:** As a teacher the appointed candidate would be expected to lead from the front and set an example as an outstanding practitioner in their own right.
- **Safety, Risk Management and Safeguarding:** Putting the highest standards of safety and safeguarding above all else, you will lead on developing and administering systems and procedures that assess and risk manage effectively across all spheres of activity within the department.
- **Outstanding Teaching, Learning and Assessment/Reporting:** Work alongside the senior team, and other faculty colleagues, to ensure the highest standards of teaching and learning across the faculty; to this end contributing to a highly effective programme of coaching, mentoring, classroom based research and development.

Contribute to the self-evaluation of teaching and learning across the English faculty, through scrutiny, monitoring, review and evaluation. Robust assessment and reporting regimes will be implemented, monitored, evaluated and adapted by the successful candidate.



- **Outstanding Outcomes:** The post-holder will be expected to contribute towards ensuring the achievement of standards (attainment and progress) in English, at Key Stages 3, 4 and 5 that reflect those that would be achieved by students working in the top 10% of schools with a similar intake (FFT:5)
- **Stakeholder Engagement:** The post-holder will be expected to maintain strong, positive and highly effective working relationships with parents/carers, the local and regional community, agencies and stakeholders, other schools and the Governing Body.

### PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Qualified to bachelor's degree level in relevant subject or allied subject	X	
2.	QTS qualified	X	
3.	Right to work in the UK	X	
4.	Genuine passion for lifelong learning	X	
5.	A belief in the unique potential of every student	X	
6.	Able to self-start, work independently and collaboratively as part of a team-whether led or leading	X	
7.	Shows initiative and takes personal responsibility for their own actions with the motivation to work very hard, embrace any activity that is in the interests of protecting and education children and to continually raise standards. Can initiate, complete and finish; be effectively strategic and where appropriate, innovative	X	
8.	Commitment to the safeguarding and welfare of all students	X	
9.	Experience of teaching phonics using the RWI phonics programme		X
10.	Vision aligned with the Avanti Schools Trust's emphasis on educational excellence coupled with embedded character development and spiritual insight; having high aspirations and high expectations of self and for others. Able to work within the framework of the Trust's Ethos Hand- book	X	
11.	Clear vision and understanding of how to implement and sustain a high quality teaching and learning	X	
12.	Up to date on national changes to the educational landscape (statutory and guidance)		X
13.	Excellent organisational skills and ability to delegate	X	
14.	Excellent skills in the use and application of technology	X	
15.	Able to use of data to inform and diagnose weaknesses that need addressing	X	



### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf>