

JOB DESCRIPTION AND PERSON SPECIFICATION



THISTLEY HOUGH
ACADEMY
Creative
Education
Trust

Job Title	Leader of Key Stage 4 English	Location	Thistley Hough Academy
Salary	MPR/UPR + TLR	Hours	32.5
Department	Support Staff	Reports To	Head of English

JOB PURPOSE:

- Be responsible for the KS4 English Curriculum Intent, Implementation and Impact
- Ensure the KS4 Curriculum is engaging for all learners and links with the curriculum plan for the whole department
- Raise attainment in KS4 English
- Ensure at least good behaviour for learning in all KS4 English lessons

KEY RESPONSIBILITIES AND DUTIES:

- To lead on Key Stage Four within the English faculty
- Ensure our students have access to disruption free quality learning in all English lessons.
- Have high expectations of and for both students and team.
- Provide a clear, safe and routine environment where our students can flourish.
- Work as part of a team to plan and deliver an engaging knowledge rich sequenced curriculum.
- Seek and provide opportunities that enrich the student experience and foster lifelong learning.
- Have an ongoing commitment to the professional learning journey both personally and that of colleagues.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To teach and deliver an appropriately broad, balanced, relevant and adjusted curriculum for students and to support a designated curriculum area as appropriate.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To analyse national, local and school data to inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Learning Leader for English.
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.
- To keep up to date with new teaching and learning strategies and implement as appropriate to further develop the quality of teaching and learning across the department.

Leadership and Management

- To develop and implement robust schemes of work and medium-term plans, in line with CET's and Thistley's, curriculum vision.
- To co-ordinate and monitor the setting of homework in years 10 and 11.
- To lead on assessment in years 10 and 11 and be responsible for the collection and analysis of data.
- To be responsible for checking the DCP entry twice a year for KS4 and co-ordinating a strategic plan in order to address the gaps in students' learning.

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- To analyse DCP data to support the effective planning of KS4 intervention and wave 2 intervention.
- To track Year 11 intervention, monitor attendance and evaluate the impact of intervention.
- To liaise with the ALR to support, SEND, PP and vulnerable students in years 10 and 11, to ensure appropriate Access arrangements are in place and to have prior knowledge of those students before they reach year 10.
- To develop bespoke strategies aimed at improving attainment of PP, EAL, SEND, MAP and LAP students.
- To lead a robust year 10 and 11 intervention programme aimed at students who need extra support and who need to close their gaps in learning.
- To evaluate the impact of intervention on all students, including PP, EAL, SEND, MAP and LAP students and to develop bespoke strategies aimed at improving attainment in all groups of students.
- To liaise with the HAP leader to develop a strategy targeted at HAP students for them to reach their full potential.
- To Lead on the Speaking and Listening Endorsement.
- To be responsible with leading moderation and standardisation in KS4.
- To plan, prepare and check cover in KS4 lessons.
- To lead and co-ordinate the Book Looks and Learning Walks in KS4.
- To report on the evaluation of KS4 books and Learning Walks in LA meetings and MER.
- To contribute to the Learning Area Action Log's evaluation of the curriculum area, in line with agreed school timelines.
- To participate in the review of the Learning Area in view of performance appraisal and evaluation of impact of the English curriculum.
- To organise the materials and set up for the Options evening for Year 9.
- To participate in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To continue to develop methodologies in our approach to teaching KS4.
- To work closely with the KS3 lead to ensure successful transition of year 9 into 10.
- To line manage members of the English team as directed by the Head of English

Teaching

- To undertake a designated programme of teaching according to your subject specialism.
- To teach, students according to their educational needs, including the setting and marking of work so that all students make good progress.
- To assess, record and report on the attendance, progress, development and attainment of students in English and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the learning area.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the English curriculum.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards or work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Work closely with parents and students and respect the contribution that families make.

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- Ensure that Child Protection issues relating to all students are addressed swiftly and in line with the Child Protection Policy.

Supporting the work of Creative Education Trust

- Develop strong, positive relationships with Creative Education Trust colleagues, participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status. • Qualified to a degree level or above 	
EXPERIENCE	<ul style="list-style-type: none"> • Expertise in planning the progression of subject skills within individual and across sequences of lessons. • High standard of written and verbal communication • Successful experience of teaching English at KS3 and KS4 • Proven track record of good English teaching, marking and assessment leading to good progress. • A track record in school improvement and the raising of standards to the highest level. • Proven track record of strong, effective behaviour management strategies. • Able to differentiate resources to meet the needs of all students effectively. 	<ul style="list-style-type: none"> • Experience of teaching English at KS5 • GCSE Examiner
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Passionate about your subject area. • Demonstrates the ability to lead and work within teams. • Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice. • Thinks strategically about classroom practice and tailoring lessons to students needs. • Understands and interprets complex student data to drive lesson planning and student attainment. • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. 	

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<p>SKILLS AND PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Leads by example with high professional standards. • Resilient, energetic and enthusiastic. • Student focused commitment. • Has keen organisational skills and the ability to multitask and delegate. • Will play a full and active role in the wider development of the School. • To be able to develop good learning relationships with students so that they are all motivated to learn and make good progress • To be able to develop effective relationships with parents and carers so that they work with the academy to support their children to learn. • Ability to be flexible and adaptable. • Ability to work under pressure and be able to meet deadlines. • Ability to think creatively, be analytical and be able to prioritise. • Willingness to contribute to extra-curricular activities. • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. • Good communication, planning and organisational skills. • Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others. 	
<p>CREATIVE EDUCATION TRUST VALUES</p>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<p>EQUAL OPPORTUNITIES</p>	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>	
<p>SAFEGUARDING</p>	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p>	
<p>OTHER REQUIREMENTS</p>	<p>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</p>	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

