

**Job Description**

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| **Job Title** | **Leader of Key Stage 5 English** |
| **School** | **Seven Kings School** | **Salary Range** | **MPS/UPR & TLR 2A** |
| **Contract** | **Permanent; Full time: 195 days a year** | **Reporting to** | **Learning Leader English** |
| **Purpose of Job** |
| * To provide the highest quality professional leadership and management within the English department, promoting a secure foundation from which to achieve the highest possible standards for all students
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| **Objectives** |
| The following expectations of the post holder at Seven Kings School complement the generic responsibilities of a teacher as set out in the School Teachers’ Pay and Conditions document. Nothing in this job description detracts from or replaces that document.* Through high quality leadership, help the school to support and develop all students and ensure that individual needs and entitlements are met in line with the school’s priorities and the individual needs of every child
* Contribute to the development of the vision for the Department by promoting and contributing to the ethos of Seven Kings School, promoting and supporting all school policies and ensuring compliance amongst students
* Make an effective contribution to the leadership, organisation and management of the department
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| **Key Tasks and Responsibilities** |
| * Plan and teach lessons across different key stages, as appropriate
* Take a lead role in the review, evaluation and revision of schemes of learning at Key Stage 5 to ensure that they engage students in rigorous, appropriate and creative learning in line with the department vision
* Work with the Learning Leader to identify and monitor the progress of students at Key Stage 5
* Use and interpret performance data to evaluate outcomes, set student targets and devise and implement intervention strategies to maximise achievement at Key Stage 5
* Ensure that students with special educational needs are taught so that they receive full support and an appropriately modified curriculum experience
* Promote and support the general well-being of students, liaising with the Learning Leader and pastoral team as appropriate
* Promote and facilitate the general progress and well-being of individual students liaising with the Learning Leader and pastoral team as appropriate
* Support the implementation of the school’s Learning and Teaching policy together with all other school policies
* Have an up to date and good knowledge of current developments in English teaching, research and recommend new courses consistent with the school and departmental aims and the national education agenda and directives
* To have a leading role in the department in ensuring successful implementation of curriculum reforms
* Contribute to strategic departmental and school planning
* To strategically map and organise a range of enrichment opportunities to support students’ learning across KS5
* To lead and support with the transition between key stages
* Work with the Learning Leader to monitor and raise standards of learning and teaching within lessons
* Act as a role model of exemplary practice for colleagues within the department; supporting colleagues with behaviour management and making connections with behaviour for learning and classroom pedagogy
* Lead performance management reviews and line management within the department as directed by the Learning Leader
* Support the school’s Learning Partnership and professional development programmes
* Work with the Learning Leader to oversee the effective management of resources and stock as delegated
* Assist the Learning Leader in the implementation of whole school initiatives
* Be proactive in promoting the subject to both internal and external students to support successful recruitment of A Level Literature students
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| **General** |
| * Attend, lead and participate in relevant meetings, training and other learning activities
* Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
* Support the policies and aims of Seven Kings School
* Be responsible for own health and safety as well as that of colleagues, students and the public
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| Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder’s contract of employment |