

## Job Description

<b>Post Title:</b>	Subject Leader for English (Second in Department – Key Stage 3 Lead)
<b>Salary Scale:</b>	TLR 2.2
<b>Terms and Conditions :</b>	All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors.
<b>Responsible to:</b>	The CAL for English SLT Link

### Purpose of the Post:

As part of the Ribblesdale Way we believe that every child has the right to experience the highest possible quality of educational experience and the highest possible levels of academic and personal success.

The school believes that in order to provide the very best education for young people, their learning has to be facilitated by highly professional teachers who are committed to continuing improvement in their pedagogy and all aspects of their professional development. Further to this, we believe in the professional obligation of all teachers to support the development of others and the improvement of the whole organisation.

All teachers will:

- Meet or surpass The National Teacher Standards (or Post Threshold Standards if applicable).
- Inspire pupils to achieve their very best.
- Ensure all teaching is 'good' or better.
- Ensure all pupils strive to make outstanding progress and achieve challenging targets.
- Implement all school policies and procedures fully.

## ROLES AND RESPONSIBILITIES

### 1. Ethos

- To create an exciting learning environment.
- To be inclusive to all pupils.
- To create relationships based on mutual respect.
- To be an effective part of the team.
- To manage own professional development.

### 2. Curriculum and Planning

- To work with others to plan highly effective lessons, schemes of work and curriculum plans.
- To review their own lessons and effectiveness of own planning.
- To contribute to development of curriculum and Independent Learning Opportunities.
- To plan with teaching assistants to ensure quality first teaching and to meet the individual needs of all pupils, including those with additional needs.

### 3. Teaching and Learning

- To implement all school policies and procedures fully.
- To make effective use of resources, including ICT.
- To take part in CPD through skill exchange, peer observations, collaborative planning and mentoring.
- To ensure all pupils can engage and achieve in lessons.
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

### 4. Standards and Achievement

- To ensure pupils strive to make outstanding progress.
- To implement all actions following reviews of pupil progress.

### 5. Assessment

- To implement the school policy and procedures to a high standard.
- To plan for assessment for learning in every lesson.
- To ensure assessment is accurate.

### 6. Liaison

- To work closely with all support colleagues.
- To work collaboratively with staff in sharing ideas and best practice.
- To form effective relationships with parents and other parties.

### 7. Self-Evaluation

- To contribute to the school's self-evaluation systems.

### 8. Community

- To contribute to the school's community ethos.

## RESPONSIBILITIES SPECIFIC FOR THIS POST: Second in English (Key Stage 3 Lead)

### • Operational Leadership of KS3

- Lead on the operational delivery of the KS3 English curriculum, including the planning, sequencing, and refinement of schemes of learning.
- Oversee the design and implementation of KS3 assessments, including mark schemes, assessment windows, and review cycles.
- Co-ordinate KS3 standardisation and moderation processes to ensure reliable, accurate data entry across the department.
- Work with the Curriculum Area Lead (CAL) to review long-term KS3 curriculum models and ensure alignment with whole-school and KS4 expectations.

- **KS3 Monitoring, Quality Assurance & Data**
  - Lead KS3 book looks, learning walks, and work sampling to ensure consistency of expectations and high-quality classroom provision.
  - Conduct KS3 data tracking and analysis (with CAL), identifying patterns of underachievement and informing departmental priorities.
  - Oversee KS3 pupil voice collection and use findings to adapt curriculum provision, resourcing, or teaching approaches.
  - Co-ordinate KS3 formative assessment routines across the department, ensuring pupils receive timely, actionable feedback.
- **KS3 Intervention & Inclusion**
  - Lead on the delivery of KS3 intervention programmes, including form-time groups, after-school support, and targeted provision for underachieving cohorts.
  - Take responsibility for inclusive practice at KS3, including literacy strategy, scaffolding, adaptations, and adjustments for SEND and vulnerable pupils.
  - Support classroom teachers with resources, strategies, and coaching to improve outcomes for all KS3 learners.
- **Supporting Staff & Departmental Development**
  - Support with any mentoring of KS3 staff and supporting the induction and development of early-career teachers and new colleagues.
  - Contribute to departmental CPD, delivering training related to KS3 curriculum, pedagogy, or assessment.
  - Offer support during QA cycles and assist colleagues in improving practice where necessary.
- **Shared / Department-Wide Responsibilities (working collaboratively with CAL and the Key Stage 4 Lead)**
  - Contribute to the development and maintenance of a shared, cross-key-stage resource bank, ensuring high-quality materials are accessible and regularly updated.
  - Assist with the organisation of long-term supply arrangements for the department.
  - Contribute to the delivery of departmental meetings, CPD sessions, INSET days, and whole-department moderation or training events.
  - Contribute to the planning and delivery of trips, enrichment activities, reading initiatives, clubs, and wider cultural opportunities for pupils.

## Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time-to-time following consultation between the Headteacher and the postholder.