

## Job Description

Key Stage 3 Lead, English



For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

<b>Job Title</b>	Key Stage 3 Coordinator - English
<b>Accountable To</b>	Head of English
<b>Job Purpose</b>	To support the leadership of the Head of English and so ensure that students make excellent progress in the subject and enjoy their learning
<b>Salary</b>	MPS/UPS + TLR2a (£3,391) (Permanent)
<b>Start Date</b>	1 <sup>st</sup> September 2025

*This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).*

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

At Great Western Academy we expect all our staff to promote great learning; this requires great teaching and the fostering of great attitudes in our students. We have the highest expectations of our teachers: they will be outstanding classroom practitioners committed to generating a culture in which no child is left behind, and they will be supported to continually review and improve their own practice. We expect our teachers to inspire and motivate; lessons should be engaging, memorable and enjoyable, and staff contributions to our enrichment time will help our students to broaden their skills and experiences. As stated on many occasions at open evenings “students will enjoy learning and staff will enjoy teaching them”.

### 1. Key Outcomes

- With the Head of Faculty, to ensure high quality teaching, learning and wider activities so that all students find their learning challenging, engaging and motivating and make excellent progress
- To take responsibility for an area of leadership in the Faculty, as agreed with the Head of Faculty
- To line manage members of the Faculty, as agreed with the Head of Faculty
- To contribute fully to the ethos of Great Western Academy and to promote the Academy’s values
- To be a learner themselves, reviewing and developing their practice and furthering their professional and career development

### 2. Responsibilities for all classroom teachers

- To demonstrate highly effective practice in all the Teacher Standards
- To promote excellent student progress by teaching high quality lessons which:
  - take into account prior learning to drive the lesson being planned
  - set clear and differentiated objectives with matched success criteria
  - plan a range of activities which address the objectives set
  - make use of the immediately available ICT to enhance the activities planned
  - differentiate the activities so that every student is appropriately stretched and challenged and experiences learning which is personally fulfilling

- assess students formally and informally against the objectives as the lesson progresses, giving students positive feedback when progress is made
- make best use of 'real world' examples of the learning
- consider how best to ensure a positive climate for learning for each class; this may include but is not limited to planning engaging activities, using assertive behaviour management techniques, making constructive use of seating or grouping of students, making best use of any available support, and ensuring a focus on praise and rewards
- encourage students to show independence in their learning
- set appropriate further learning which builds upon the lesson and/or sets students up well for the subsequent lesson
- consider using the wider school site, or beyond, as a learning environment where appropriate
- To contribute to curriculum development in their teaching area through positive contributions to meetings, development and implementation of schemes of work, and development and sharing of creative resources
- To assess and record students' progress in line with the Academy's assessment policy, including reporting to parents through the Academy's MIS at key data collection points during the year and providing information to examination bodies as required
- To contribute to and implement Individual Learning Plans for students so as to maximise their learning and progress
- To demonstrate and promote the Academy's ethos of Achievement, Care and Excellence at all times

### **3. Professional Development**

- To participate in the Academy's performance management and appraisal arrangements
- In consultation with their line manager, to take responsibility for their continuing professional development and improve their practice and further their own learning and that of the students they work with, with a view to being ready for further promotion within the Faculty or Academy as opportunities arise
- To work with other staff in the Academy to support, challenge and motivate each other and to develop and improve each other's practice
- To represent the Academy at local network meetings or other similar provision as appropriate
- To communicate and liaise effectively with parents and carers, other education providers and external agencies as required, bringing about positive partnerships between them and the Academy

### **4. Other responsibilities**

- To be part of a staff which develops a culture that promotes personal development and independent learning with an ethos of challenge and support, enhancing students' resilience and confidence
- To actively promote the inclusive nature of Great Western Academy and contribute to the Academy's pastoral care and safeguarding of students
- To act as a tutor and contribute to the Academy's House system
- To contribute to the Academy's enrichment programme on at least two days each week (pro-rata for part-time staff)
- To attend open evenings, parents' evenings and other events falling within directed time
- To act as an advocate for the Academy within the local community
- To carry out other such duties as are reasonably required by their line manager

*Person Specification follows below.*

# Person Specification

## Key Stage 3 Leader

	Essential	Desirable	Assessment
<b>Qualifications</b>			
Qualified Teacher Status	✓		Application
First degree or equivalent	✓		Application
Higher degree or further relevant professional qualification		✓	Application
Evidence of recent professional development	✓		Application
<b>Experience</b>			
Evidence of outstanding teaching ability and clear subject knowledge	✓		Interview/ Reference
Experience of teaching A-level or clear potential to do so		✓	Application/ Interview
Recent successful experience in the relevant faculty of a secondary school or academy	✓		Application
Evidence of successful impact on raising standards and improving student progress and outcomes	✓		Application / Interview
Sound and current knowledge and understanding of the changing curriculum at Key Stages 3, 4 and 5 and its relevance to our Academy	✓		Application / Interview
Evidence of developing the teaching and learning of others, demonstrating, promoting and encouraging outstanding classroom practice		✓	Interview / Reference
Commitment to the Academy's approach to enterprise education and to enrichment	✓		Application / Interview
Ability to promote parental engagement and develop positive relationships with even the most challenging parents/carers	✓		Interview / Reference
A good knowledge of effective social inclusion strategies and evidence of successfully promoting social inclusion	✓		Interview / Reference
Experience of preparing for an Ofsted inspection		✓	Application / Interview
Able to demonstrate commitment and experience in developing effective links with the local community, businesses and other stakeholders		✓	Application / Interview
Experience of working in an 11-18 school or academy		✓	Application
Experience of working in a newly-opened school or academy		✓	Application
Experience of working in more than one secondary school or academy		✓	Application
Experience of working within a Multi-Academy Trust		✓	Application / Interview
<i>continued</i>			

<b>Knowledge and Understanding</b>			
Good knowledge of the current educational landscape and able to translate that into the academy context	✓		<b>Interview</b>
Able to effectively analyse student data to monitor and improve performance	✓		<b>Application/ Interview</b>
Sound knowledge and understanding of all aspects of Safeguarding	✓		<b>Interview / Reference</b>
Sound knowledge and understanding of working with students with additional needs	✓		<b>Interview / Reference</b>
Self-aware with a good understanding of own personal strengths and weaknesses	✓		<b>Interview / Reference</b>
<b>Personal Qualities</b>			
Ability to build and maintain quality relationships through effective communication and professional integrity	✓		<b>Interview</b>
Able to inspire trust and confidence across the whole school community	✓		<b>Interview / Reference</b>
Able to successfully lead change and inspire others	✓		<b>Interview</b>
Clear potential to become a strong and successful middle leader			<b>Interview</b>
Able to demonstrate excellent written and oral communication skills	✓		<b>Interview / Reference</b>
Possess strong personal presence and able to act as a successful ambassador for the Academy and the Great Western Academy Trust	✓		<b>Interview / Reference</b>
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓		<b>Interview / Reference</b>
A good sense of humour	✓		<b>Interview</b>
High levels of integrity, compassion and trust	✓		<b>Interview / Reference</b>