**English Key Stage Lead**

Ark All Saints Academy opened in September 2013 with an intake of 120 year 7 pupils, and will grow year on year to become an 11 – 18 school by 2019.

Our staff team is deeply committed to the new academy’s transformation and future, and looking to create a vision for success, a culture of academic achievement and a nurturing environment in which students can thrive. A Church of England school whose only admission criteria is on distance, we welcome students of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

We are looking to recruit a highly motivated **English Key Stage Lead** to take responsibility for raising attainment at a Key Stage, ensuring that all students achieve results at the end of a Key Stage in line with, or better than, value-added predictions. Working as part of a small team, you will play an important part in developing the new academy’s English provision. You will plan and deliver high quality lessons and be committed to achieving excellent results for their students, instilling in them a love for the subject and a desire to learn.

**Our ideal candidate will:**

* be passionate about teaching English and committed to achieving excellent results for their students
* demonstrate high levels of ambition and optimism regarding what the academy and its students can achieve
* have the resolve to make a real difference to the lives of pupils
* be committed to Ark’s ethos of high expectations and no excuses

In return, you will have the opportunity to work with great colleagues and receive the support to develop yourself through an outstanding professional development programme. We offer attractive remuneration as well as a range of benefits including reduced gym membership and large retail discounts.

If you are seeking a challenging and highly rewarding position, enriching the lives of our students, we would be delighted to hear from you.

Please apply at <https://goo.gl/gTJQih>. Please submit your application by **11am on** **Friday 13th October 2017.**  We will review applications as we receive them; applicants may be contacted before the closing date.

For more information about our school please visit <http://arkallsaintsacademy.org/>. For any queries relating your application, please contact the recruitment team on recruitment@arkonline.org or 0203 116 6345.

**Closing Date:** **11am on** **Friday 13th October 2017
Start Date:** January 2018  **Salary:** Ark MPS (Inner London) £29,375– £39,587 plus TLR 2a (£2,666) depending on experience **Location:** Camberwell, London

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

**Job Description: English Key Stage Lead**

**Closing date: 11am, Friday 13th October 2017**

**Reports to:** Head of English

**Start Date:** January 2018

**Salary:** Ark MPS (Inner London) £29,375– £39,587 plus TLR 2a (£2,666) depending on experience

**The Role**

To provide challenging leadership of English at a key stage, in part by demonstrating high quality teaching that ensures all scholars achieve results in line with, or better than, Key Stage and other value-added predictions.

To deliver outstanding teaching, to ensure effective learning in the subject and to achieve excellent results for all scholars.

To be a role-model and impact positively on the Academy more widely.

**Key responsibilities**

* To take responsibility for raising attainment at a Key Stage, ensuring that all students achieve results at the end of a Key Stage in line with, or better than, value-added predictions
* To design an engaging and challenging curriculum that inspires children to appreciate the subject and its application
* Provide a nurturing classroom and school environment that helps scholars to develop as learners
* To contribute to the effective working of the Academy.
* To help maintain/establish discipline across the whole Academy
* To support the Head of Department as necessary

**Outcomes and activities**

**Planning**

* To provide an Action Plan for the production of Schemes of Work (SOW) in the Key Stage, ensuring that teachers have SOWs for the current term and that SOWs for the remaining terms will be in place and held electronically.
* To lead on the writing of SOWs for the Key Stage and to contribute to the writing of schemes of work at all key stages
* To review and refine exemplary work, ensuring that the department has a range of exemplary answers to support examinations
* To ensure teachers are using prior attainment data to set challenging targets for scholars in the Key Stage

**The Examinations/Assessment Process**

* To organise the content and process of practice/actual examinations throughout the Key Stage
* To liaise with the relevant member of SLT and Academy Examinations Officers and disseminate key information, including key dates, predicted grades and to advise on the completion of data relating to the examinations/assessment process, ensuring deadlines are met and quality assured
* To monitor teachers’ records, planning and delivery and ensure quality assurance
* To ensure new colleagues have access to departmental CPD on grading work and teaching to the assessment objectives, in the first instance, providing exemplar folders and ensuring that time is allocated in department meetings for appropriate CPD and that this is extended as necessary

**Raising Achievement at a Key Stage**

* To provide support and guidance for teachers at a Key Stage
* To monitor progress and teaching conducting work reviews, reviewing folders and supporting teachers on aspects of raising achievement in the subject, supporting colleagues in preparing scholars for all examinations
* To lead on the organisation of a wide range of catch-up/intervention and revision sessions for scholars
* To provide a calendar of key dates to share these with parents, scholars and teachers
* To update teachers, scholars and parents regularly and to meet parents of underachieving scholars as necessary
* To submit information to revision guides, year handbooks, etc.

**Teaching and Learning**

* In discussion with the Head of Department, plan and prepare effective teaching modules and lessons
* Teach engaging and effective lessons that motivate, inspire and improve scholar attainment
* Use regular assessments to monitor progress and set targets and respond accordingly to the results of such monitoring
* Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
* Maintain accurate departmental scholar data that can be used to make teaching more effective
* To be able to identify situations where the Head of Department needs to be involved.

**Academy Culture**

* Support the Academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help create a strong Academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop a school/department culture and ethos that is utterly committed to achievement
* To be active in issues of scholar welfare and support
* Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

**Other**

* Be an Academic Tutor (where allocated)
* Contribute to the Academy’s extracurricular programme
* To support the Head of Department as necessary

**Person Specification:** **English Key Stage Lead**

**Qualification Criteria**

* Qualified to degree level or professional equivalent
* Qualified to teach and work in the UK.

**Experience**

* Experience of raising attainment in a challenging classroom environment
* Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities etc.

**Behaviours**

**Leadership**

* Effective team worker and leader
* High expectations for accountability and consistency
* Vision aligned with Ark All Saints Academy’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every student
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all scholars
* Experience in or a desire to develop skills in mentoring and coaching

**Teaching and Learning**

* Excellent classroom practitioner
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
* Has good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and scholars
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
* Proficient in the frequent and effective use of data to drive learning interventions

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*