

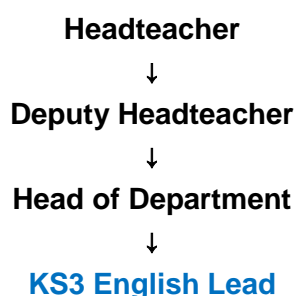
Easthampstead Park Community School

Job Description – KS3 English Lead



Local Authority: Bracknell Forest	Job Title: KS3 English Lead
Pay Grade: MPR (Fringe) + TLR 2c	With effect from: 1 September 2020

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE



The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

THE POST

To model what it takes to be an outstanding teacher and thereby act as an example to all colleagues.

To support the Head of English in:

- Recruiting, inducting and training a team of colleagues who consistently deliver high standards of Teaching and Learning.
- Developing and implementing a rigorous and ambitious curriculum which enables the highest level of student progress across all key stages.

KEY RESPONSIBILITIES

- Deputise for the Head of Department when required.
- Support the Head of Department in the delivery of an engaging and challenging curriculum.
- Creating and developing appropriate schemes of work, that deliver the curriculum as intended supported by lesson planning and assessment, taking into account different children's starting points
- Consulting with the Head of Department and departmental colleagues to ensure that school policies are consistently implemented.
- Developing the use of data to improve curriculum personalisation.
- Consulting with the Head of Department to ensure that the Departmental Raising Attainment Plan is produced to address identified policies.
- Support the professional development of teachers and participate in appraisal arrangements.
- Help to monitor the available resources of space, staff, finance and equipment.
- Support colleagues in monitoring the progress of all students, planning appropriate support and

intervention.

- To teach the subjects, classes and groups as allocated by the Head of Department and the Leadership Team.
- To be a form tutor and take responsibility for the progress, welfare and guidance of a group of students.
- To set homework on a regular basis, plan, assess and mark promptly to promote progress
- To assess, monitor, record and report on student achievement in line with the school's and department's policy, including attending parents' evenings and contributing to reports
- To assist in the identification of students with special educational needs and support the work of the Inclusion Team including participation in the collection of information to enable the writing and review of Individual Education Plans.
- To follow the course outlines, syllabuses and schemes of work agreed by the department.
- To make effective use of student performance data and student and school and staffs aspirations for students' progress provide relevant information to the Head of Department.
- To monitor and record student attendance and support the department in the maintenance of high levels of student attendance.
- To prepare for and attend the Department meetings and support the work of the department.
- To support and carry out policies and practices to promote positive student behaviour and achievement, within the framework of the school behaviour policy.
- To assist in the development of the School Raising Attainment Plan and its review mechanism.
- To undertake specific duties within the Department as agreed with the Head of Department.
- To undertake such other duties as reasonably required by the Headteacher.

Curriculum and Assessment

We expect all our leaders to be professionals who read widely and think deeply about education and related issues, who are interested in research, and who take a proactive approach to their own professional development. All leaders should understand and demonstrate through their own practice that we are all learners and, as such, should continually reflect on and improve on current practice.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare. An enhanced DBS check will be undertaken.

Easthampstead Park Community School

Person Specification – KS3 English Lead



Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> Degree or equivalent Qualified teacher status Permitted to work in the UK 	<ul style="list-style-type: none"> Evidence of further study Evidence of relevant CPD
Experience	<ul style="list-style-type: none"> Successful experience of teaching at least two Key stages from KS3 – 5 	<ul style="list-style-type: none"> Successful experience of teaching in all Key stages Evidence of contributing to the leadership of a whole school initiative.
Skills	<ul style="list-style-type: none"> Developing and leading others Good interpersonal skills Good understanding of what good/outstanding teaching data looks like Good relationships with students Good classroom discipline Good organisational skills Interest and willingness to contribute to extra-curricular activities Enthusiasm for teaching - growth mind-set, keen to embrace training opportunities and try new things in the classroom. 	<ul style="list-style-type: none"> Experience of effectively developing others, such as through coaching or mentoring Experience in delivering staff training Effective engagement with external partners (eg exam boards) Planning and leading intervention programmes Wider reading on educational pedagogy. Active engagement with educational debate/discussions about teaching and learning in online forums such as Twitter.
Personal Qualities	<ul style="list-style-type: none"> Passion for the subject Good sense of humour Creativity Motivation Resilience Ability to build rapport with students and colleagues Flexibility and adaptability Willingness to learn (professional development) Genuine passion and belief in the 	<ul style="list-style-type: none"> Desire and ability to keep up to date with current educational issues. Innovator

	<p>potential of every student</p> <ul style="list-style-type: none">• Professional standard of personal presentation and dress	
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