



A member of the Tapton School Academy Trust

	JOB DESCRIPTION – PERSON SPECIFICATION
SCHOOL	FORGE VALLEY SCHOOL
POST TITLE	KEY STAGE 3 LEADER OF ENGLISH
SALARY	£23720 to £39406 + TLR2b
RESPONSIBLE TO	DIRECTOR/HEADTEACHER
RESPONSIBLE FOR	ENGLISH
PURPOSE OF JOB	To implement and deliver an appropriately broad, balanced, relevant, differentiated curriculum for pupils, and ensure delivery of high quality teaching and learning for which the teacher is accountable.

JOB DESCRIPTION FOR POST OF:- Key Stage 3 Leader of English
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SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Forge Valley School Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Leadership and Management

- Contribute to the implementation of whole school policies for quality assurance and performance management
- Ensure that the curriculum and learning experiences offered meet the needs of all students, including those with Additional Educational Needs
- Take accountability for student attainment and progress within the subject area
- Ensure that robust and rigorous systems for the recording and analysis of progress data are implemented consistently across the subject area
- Track students progress and identify underachievement of groups and individuals promptly
- Implement intervention programmes to address underachievement
- Carry out regular and robust monitoring and evaluation of intervention programmes for individuals and groups of students
- Link with progress leaders to support individuals and groups of students
- Provide reports on performance and progress within the subject area
- Create and implement the Improvement Plan for the subject area reflecting the whole school, curriculum and subject area priorities
- Take responsibility for the effective use of resources within the subject area

Teaching and Learning

- Act as a role model for quality first teaching for all students
- Ensure that all staff within the subject area are focused on students' learning
- Work collaboratively with other subject leaders and the Director to enhance learning experiences for students
- Work collaboratively with other subject leaders and the Director to ensure high quality provision for students with AEN
- Promote a positive school ethos celebrating individual endeavour and achievement for all
- Ensure the school's rewards policy is implemented consistently across the subject area
- Ensure that the school's behaviour policy is implemented consistently and that all staff within the subject area take responsibility for creating and maintaining a positive and purposeful learning environment
- Maintain effective links with pastoral staff to support good behaviour for learning

- Implement the school's philosophy that every teacher is a teacher of students with additional educational needs and has responsibility for the care and guidance of individuals
- Analyse data to ensure that teaching and learning is effective

Ensure that students experience meaningful and challenging learning activities in all lessons, including when their teacher is absent

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.



Key Stage 3 Leader of English

Qualities and Attributes	Essential	Desirable
Qualifications		
Good quality Honours degree	✓	
PGCE, or equivalent, in Secondary Education	✓	
Post Graduate qualification in a related subject for the post		✓
Qualified Teacher Status	✓	
Experience		
Proven success in teaching A Level English		✓
Proven success in teaching GCSE English	✓	
Knowledge / Skills		
Strong subject knowledge to Key Stage 3 requirement	✓	
A proven ability to consistently teach lessons that ensure good progress for all.	✓	
Good and imaginative use of resources including new technologies	✓	
Experience of evaluating the quality of provision of mathematics across a Key Stage	✓	
Well-developed behaviour for learning skills	✓	
An ability to forge good working relationships with staff and students	✓	
Efficient organisational skills	✓	
Knowledge and understanding of current curriculum developments in mathematics, particularly at KS	✓	
An understanding of the qualities of a good Scheme of Work	✓	
An ability to analyse and interpret data accurately in order to monitor pupil progress	✓	
Knowledge of intervention strategies that can be used effectively at Key Stage 3 to address underperformance		✓
Ability to monitor the quality of teaching and learning across Key Stage 3 and to support colleagues as required	✓	
Ensure that whole school policies are implemented consistently across Key Stage 3	✓	
Personal		
Ability to work hard under pressure	✓	
Ability to prioritise and meet deadlines	✓	
Commitment to continued personal development	✓	
Commitment to contribute to extra-curricular activities and educational visits		✓
Safeguarding		
A commitment to the safeguarding of all our learners at	✓	

Forge Valley		
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