Redhill Academy - Job Description

Job Title: Head of KS3 English

Job Purpose:

- Provide effective and professional leadership and management of the KS3 English team

- Build upon the quality of education to ensure all KS3 students make rapid and sustained progress

- Help to drive and maintain a culture within the English faculty that promotes excellence, equality and high expectations for all staff and students

- Evaluate performance and identify the priorities that will lead to continuous improvement and the raising of standards within the KS3 English team

- Represent the English faculty at internal and external meetings as required by the Faculty Leader

Key Stage 3 accountability within the faculty for:

- Outstanding individual student progress and achievement

- Analysis of student assessment data. Liaison with class teachers with regard to student progress, in particular under achievement in formative assessments

- Implementation and co-ordination of programmes of intervention

- Supporting staff in setting and achieving challenging targets for all students

Specific areas of responsibility:

Leadership and Management:

- Continuous review of the faculty's Key Stage 3 curriculum, taking into account local and national initiatives and legislation

- Contribute to faculty action plans for the development of the faculty and develop policies and practices which take into account the School Improvement Plan, self-evaluation, national and local developments

- Implement, monitor and evaluate the KS3 elements of the faculty action plans

- Support the Faculty Leader in ensuring that the faculty is prepared for any inspections, reviews or audits

- Monitor, evaluate and review all systems and procedures put in place to ensure they are effective in improving the quality of education provided at key Stage 3

- Ensure that information on student progress and staff performance collected from monitoring, evaluation and review is used to improve teaching and learning

- Communicate effectively with parents and students as appropriate

- Organise the purchase and maintenance of allocated resources for Key Stage 3

- Maximise the use of ICT

- Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs

Achievement & Progress:

- Work towards all KS3 students meeting or exceeding their target bands

- Effectively analyse, interpret and evaluate data to track students' progress and carry out appropriate interventions to address underperformance

- Support and guide faculty staff to make good use of data to inform high quality teaching that improves learning outcomes at Key Stage 3

- Promote and co-ordinate the provision of extra-curricular activities and intervention classes

Teaching and Learning:

- Help to implement current school policy and initiatives to drive improvement in teaching and learning

- Ensure the achievement of quality standards in faculty lesson planning and delivery at Key Stage 3

- Ensure that KS3 Schemes of Learning are constructed for the faculty which satisfy statutory requirements and are compatible with the school's aims, policies and ethos

- Monitor and evaluate the KS3 schemes of work and modify them as necessary

- Ensure that KS3 schemes of work show continuity and progression in:
    a) curriculum objectives and content
    b) teaching and learning strategies
    c) assessment for learning

- Ensure the smooth transition between key stages in order to build on skills, attitudes, knowledge and concepts progressing through to KS4

- Promote teaching strategies which stimulate student interest and involvement in learning

- Ensure that provision is made to meet the learning needs of all students