

**Job Description: Second in English (KS2 English Lead**

**Part time (Monday to Friday am only, alternate Tuesdays full day)**

**Reports to:**  Strategic Lead for English

**Start date**: January 2019

**Salary:**MPS/UPS + TLR2a

**The Role**

To lead and manage the implementation of a challenging, coherent and cumulative English curriculum that is taught by a highly ambitious and outstanding team of subject teachers.

To lead the development of Key Stage 2 (Year 6) English

**Duties and expectations of all teachers at Scissett Middle School**

* Teach, to an outstanding level, all years and abilities
* Play an active role in ensuring a consistently orderly, calm and stimulating environment, both in and out of the classroom;
* Make a vital contribution to the efficient running of the Department, including setting and marking assessments, assisting in moderation of assessments
* Enhance the quality of teaching and learning in the Department and wider school through sharing resources and good practice, lesson observation, collaborative teaching, and active participation in CPD;
* Develop habits of excellence in ourselves and our pupils through an emphasis on high expectations in all we do and a Growth Mindset.
* Ensure care of pupils is at the heart of all we do: Report concerns immediately, make referrals as required and build strong relationships with pupils.

**Key responsibilities and outcomes for the Second in English (KS2 Lead)**

* Strategically lead the development of KS2 English.
* Line manage the staff within the department.
* Track data and analyse to identify underperformance ensuring effective and timely interventions.
* Ensure accountability at all levels is effective and leads to high standards of progress for all pupils.
* Facilitate and organise high quality training sessions which ensure high standards across KS2 English.
* Outline progression route for KS2 and ensure SOW supports maximum challenge and progress for all.
* Quality Assure the objectives and tracking sheet used across the department to ensure coverage of NC and that pupil progress is mapped out effectively.
* Make explicit links between national, school and departmental strategies for raising standards across the Key Stage.
* Establish targets for improvement for cohorts, groups of pupils and individual pupils, using the outcomes of review and monitoring.
* Challenge and support the improvement of ineffective teaching at KS2 and ensure leadership within the department is of a high standard.
* Allocate responsibilities across the department to ensure efficiency and reduction in staff workload.
* Keep abreast of curriculum developments, support and monitor best practice across the school and ensure its dissemination.

**Leadership and management**

* Participate in recruitment and selection activities
* Assist in the professional development of teachers
* Supervise and support beginner teachers and NQTs
* Develop strong partnerships and ensure regular and productive communication with parents and Pyramid schools
* Maintain regular and productive communication with pupils, parents and colleagues.

**Teaching and Learning**

* Develop all department teachers to ensure teaching is consistently outstanding
* Direct and supervise support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic progress
* Put in place an ongoing intervention programme to ensure pupils who fall behind have effective intervention to ensure they catch up quickly and sustain progress.

**Monitor and assess teaching and learning**

* Set regular, meaningful and measurable assessments for pupils
* Maintain accurate pupil data that can be used to make teaching more effective
* Produce and contribute to oral and written assessments, reports and references relating to individuals and groups of pupils
* Participate in preparing pupils for KS2 SATs.

**Other**

* Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the Headteacher or Principal