



# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
Head Teacher: Mrs S L Keelan-Beardsley



## Job Description

<b>Job Title:</b>	<b>KS3 Lead for English</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To work with the Head of subject with strategic oversight of English to lead, manage and develop the provision of KS3 English teaching and learning within the school and to ensure appropriate, monitoring, analysis and evaluation. To lead the department's strategic and operational development.</li> <li>• To maintain and improve standards and results in English</li> <li>• To innovate the curriculum in English to engage and inspire all students.</li> <li>• To help develop the English team and to work with all staff to create a positive, inclusive climate to take the school vision forward.</li> <li>• Collaborate with parents/carers, to ensure students' well-being and improve their achievement and personal development.</li> <li>• To take responsibility for own professional development including maintaining an up to date knowledge of educational trends, developments and related legislation including engaging fully in performance management of self and other staff.</li> <li>• Contributing to effective staff induction and professional development.</li> <li>• Managing own workload and the workload of individuals and teams effectively, providing support where necessary and delegating where appropriate.</li> <li>• Work with the Head of English on strategic improvement plans that realise the vision and sustain outstanding school improvement.</li> <li>• Work with the Librarian to sustain and develop a breadth of engaging and challenging reading material</li> <li>• Liaise with the SENCO to support and develop provision for literacy within beyond English.</li> </ul>
<b>Accountable to:</b>	<ul style="list-style-type: none"> <li>• Headteacher</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• Head of Department – English, LA other professional bodies, local Teaching School Alliances</li> </ul>

<b>Salary Grade:</b>	<ul style="list-style-type: none"> <li>TLR 2a</li> </ul>
<b>General responsibilities and key tasks as shown below:</b>	
<b>Main (Core) Duties</b>	
<b>Operational/strategic planning</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>To contribute to the Curriculum Area and department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>To work with the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.</li> </ul>
<b><u>Staffing</u></b>  <b>Staff Development</b>  <b>Recruitment/Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To take part in and where appropriate effect delivery of the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Appraisal process.</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>To help to implement school quality assurance systems.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>To review from time to time methods of teaching and programmes of work.</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To lead the process of the ordering and allocation of equipment and materials.</li> <li>• To identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> </ul>
<b>Monitoring and Intervention</b>	<ul style="list-style-type: none"> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy.</li> <li>• To apply the Behaviour Management Systems so that effective learning can take place.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> </ul>

- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos of trust, honesty and service and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.