

## Hanson School

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Curriculum Lead English KS4</b>
<b>Salary:</b>	MPS/UPS + TLR 2a
<b>Hours of work:</b>	Full-Time
<b>Departments:</b>	English
<b>Location:</b>	Hanson School
<b>Responsible to:</b>	Director of English/Deputy Director of English
<b>Responsible for:</b>	The delivery of English at KS4 and lead an English Curriculum area

#### Job Purpose

- To assist in managing all aspects of the teaching and learning in English at KS4/English Curriculum area.
- To assist in raising standards of student attainment and achievement within English at KS4/English Curriculum area and to effectively monitor and support student progress.
- To be accountable for student progress and development within English at KS4/English Curriculum area.
- To assist leading, managing and developing English at KS4/English Curriculum area.
- To support effective management and deployment of teaching staff (including setting cover work) and resources within English at KS4/English Curriculum area.
- To support the engagement of students both in lessons and through extra curricular and enrichment opportunities.
- To offer support to the learning and pastoral needs of individual students through the school's pastoral policy and the school's aims and values.
- To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying English at KS4/English Curriculum area in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.

All teachers appointed to Hanson are expected to contribute fully to the co-curricular and pastoral life of the School. As a member of the Science Leadership Team you may be asked to support additional extra curricular activities outside of school hours and you may choose to support weekend activities. In addition to the core job purpose and main duties and responsibilities of a teacher, as outlined in the attached Teacher job description, the Curriculum Lead will:

- Contribute to whole School policy-making and strategic planning as required by the Head.
- Prepare, monitor and update subject plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and team plans to support the schools improvement.

## **Main Duties and Responsibilities:**

### **Leadership & Management of others**

- To support both Director and Deputy Director for English in appropriate ways to line manage English at KS4/English Curriculum area.
- Support management of day to day requirements such as examination entry and team timetables, delegating as appropriate, to ensure the efficiency of the team.
- Assist in meetings to ensure that they are used effectively to review performance, progress, monitor actions, implement strategies and provide professional development opportunities.
- Ensure that members of the team meet regularly to moderate KS4 assessments in order to enhance their knowledge and understanding of assessment criteria.
- Ensure that all members of the team regularly record KS4 students' progress and track progress towards end of year targets.
- Ensure that formal KS4 assessments are undertaken in accordance with the school's policy and recorded appropriately.
- Ensure that members of the team provide KS4 progress information to year teams in advance of termly progress reviews.

### **Leadership and Management of Teaching and Learning**

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond Hanson.
- Exemplify in own practice the outstanding skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the team.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning and where appropriate delegate tasks to other members of the team.
- Support Director and Deputy Director to ensure that marking, feedback and assessment is completed regularly and in accordance with the schools policy to impact positively on student progress.
- Monitor KS4 students' work and the classroom practice of those in the team to ensure high standards are maintained.
- Keep up to date with KS4 developments in subject areas and education in general to ensure that best practice is adopted within the team in liaison with Director and Deputy Director of English.
- Ensure the team's delivery and development of the KS4 curriculum/English curriculum area is effective in meeting the needs of all students in liaison with Director and Deputy Director of English.
- Ensure that where appropriate KS4 lessons contribute to students' spiritual, moral, social and cultural development.
- Ensure that policies, syllabuses and schemes of work are fit for purpose and meet the requirements of external examinations in liaison with Director and Deputy Director of English.
- Contribute to the broader life of the school by planning, supporting and leading curricular and co-curricular events, such as concerts, plays or activities.
- Complete regular appraisals of staff and support their professional development in accordance with school policy (as required).

### **Leadership and Management of teaching support staff and teachers who support SEN and EAL**

- Liaise with the Senco and the ARC leaders to discuss strategies and the progress of targeted KS4 students.
- Ensure the correct provision and intervention is being made for underachieving students who have been identified in the most recent round of KS4 progress reviews.
- Contribute to the monitoring of teaching support as required by the Director and Deputy Director of English.
- Complete regular appraisals of staff within the department (where appropriate) and support their professional development in accordance with school policy.

### **Leadership and Management of Students' Attainment and Progress**

#### **Work with the Director and Deputy Director of English and other English Curriculum Leads to ensure that teachers' use assessment for learning effectively so that:**

- KS4 Lessons are pitched appropriately and the planning indicates that the activities provided for students are differentiated appropriately so that all students make progress in lessons.
- All KS4 students are set end of year targets and incremental targets for each term to help them make good progress.
- KS4 Students are given the opportunity to assess their own progress against their targets.
- Teachers' feedback and marking refer to targets and indicate what KS4 students need to do to improve their work. Regular tracking should inform planning and feedback should be personalised.

### **Co-curricular activities**

- Contribute to a wide variety of KS4 clubs for pupils which could take place before, during and after school and, as required, at weekends and during holidays.
- Coordinate and promote extra curricular activities within English at KS4/English Curriculum area.
- Actively promote interest in the subjects outside the immediate physical and timetabled confines of the college through organising educational visits and field trips.
- Maintain strong and mutually beneficial links with other schools.
- Ensure the health & safety and good behaviour of pupils at all times.

### **Reporting and Documentation**

- Support preparation of reports (as required) for inspections, Governors meetings, SLT meetings and Departmental reviews.
- Contribute to curriculum departmental plans/SEF in consultation with Director and Deputy Director of English (as required).
- Contribute appropriately to curricular and co-curricular reports for pupils.
- Assign attainment grades, and write bespoke comments where appropriate.
- Support development of KS4 schemes of work in liaison with Director and Deputy Director of English.

**Marketing and external links, including public occasions:**

- Actively promote the team within the school community to encourage students' interest in the subject area.
- Contribute to the positive promotion and marketing of the school.
- Ensure that you lead the team's contribution to marketing events, recruitment and external links.

**Management of resources:**

- Support monitoring of the team's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Ensure that all KS4 resources are fit for purpose and used in accordance with health and safety guidelines.

**Training & Development of self and others:**

- As a professional ensure you set personal targets for yourself and others and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the team, ensuring that they are appropriately met, and that all members of the team are active in their own personal and continuous professional development.

***Hanson School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.***

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and/or line managers. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

**PERSON SPECIFICATION**  
Curriculum Lead English

	Ess	Des	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Graduate with qualified teacher status	*		A/C
Knowledge of KS2 curriculum		*	A/I
An awareness of current issues in Humanities education	*		A/I
Knowledge of national curriculum requirements at KS3 English	*		A/I
Knowledge of courses and requirements at KS4 and KS5	*		A/I
Understanding of use of data to assess and inform teaching and learning	*		I
Experience of exam board marking		*	A/I
Degree (or equivalent)	*		A/I/C
Further qualifications e.g. Masters, PHD		*	A/I/C
<b>EXPERIENCE</b>			
Experience of leading, developing and enhancing the teaching practice of other staff		*	A/R
Experience of teaching A level/BTEC Science		*	A/I
An excellent classroom practitioner that can model best practise	*		I/R
Relevant management experience of teams		*	A/I
Teach intervention groups at all Key Stages	*		A/I
Evidence of effective budget management		*	A/I
<b>SKILLS</b>			
Excellent classroom practitioner	*		A/I/R
Good organisational and personal management skills	*		A/I
Effective planning and teaching	*		A/I/R
Effective behaviour/classroom management	*		A/I/R
An ability to demand high standards	*		A/I/R
Ability to lead effectively	*		A/I/R
Ability to work independently and be a team player	*		A/I/R
Ability to develop and support other staff to develop a variety of teaching strategies	*		A/I/R
Ability to enthuse and direct students and staff towards raising expectations and levels of achievement	*		A/I/R
The ability to meet deadlines	*		A/I
Good ICT skills	*		A
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Flexible and committed to work across our group of partnership schools	*		A/I
Takes the initiative	*		I/R
Is self-motivated	*		I/R
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the School's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A commitment to the ethos and values of the School	*		A/I
To display a responsible and co-operative attitude to working towards the achievement of the School's aims and objectives	*		A/I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I
The post holder will require an enhanced DBS	*		C

Key: ESS = Essential; Des = Desirable; MOA = Method of Application; A = Application; I = Interview and assessment; R = Reference; C = Certificate