



## Job Description and Person Specification

<b>Reports to:</b>	Head of Faculty
<b>Start date:</b>	Easter 2021 or September 2021
<b>Salary:</b>	M1-UPS1 Outer London Allowance TLR 2B

### The Role

The Key Stage lead in English will work with the Principal and the Senior Team in ensuring Avanti House School provides an outstanding education for all pupils, rooted in the inclusive and distinctive Avanti Schools ethos of *educational excellence, character development* and *spiritual insight*.

The Key Stage lead in English is a critical leadership role. The key responsibilities laid out here are those that will be assumed by the successful candidate upon appointment.

### KS3 English Coordinator – Roles and Responsibilities

- Be responsible for student achievement and progress in Key Stage 3 (KS3) English, including the use of whole school systems for tracking and intervention
- Ensure that intervention is coordinated, rigorous, tracked and leads to impact, including one-to-one provision to support teaching assistants and after school clubs
- Develop an exciting and engaging KS3 English curriculum, with detailed schemes of work, focusing on the continual development of the Assessment Without Levels (AWL) framework or school based equivalent
- Continuously raise standards of student attainment through a rigorous schedule of assessment so that underachievement is identified early and redressed through precise, effective intervention
- Ensure that KS3 books are well marked and staff are adhering to the whole school policies through tracking and monitoring
- Ensure that KS3 students are being set a range of meaningful and relevant homework tasks and staff are adhering to the whole school homework timetable
- To promote English and Literacy across the KS3 curriculum, including the organisation of external visitors, trips and competitions
- Liaise with the KS4 English Coordinator to ensure that students are fully prepared and ready to access the curriculum
- Liaise with other key curriculum leads, including the HOD of Mathematics, English and Science to regularly discuss and implement whole school strategies that promote good teaching and learning and support progress and attainment
- Liaise with progress leads, including PL 7, 8 and 9 to regularly discuss student needs, progress and attainment and interventions
- Effective line management of staff as per whole school management structures
- Effective use of the library, librarian and resources to promote reading across the key stage, linking to age appropriate selection and monitoring of reading ages
- Attendance at relevant whole school evenings, such as open evenings, parent consultation evenings and option evenings, etc.



### Key responsibilities:

- **Vision Implementation:** Work with the Principal as part of a team of middle and senior leaders on the effective implementation and coordination of the vision, ethos and strategy for the school, within the context of the Avanti Schools Trust vision – taking a strategic lead on the leadership and management of the English Faculty.
- **Curriculum Development:** The appointed candidate takes a strategic lead on developing the English Faculty and delivery of this area of the school.
- **Extra-curricular Development:** The appointed candidate takes the lead on developing the extra-curricular provision of English as well as developing opportunities for focused intervention.
- **British Values:** As part of the development of the curricula, find opportunities to ensure that the fundamental British values are both understood and actively promoted within English.
- **Learning Leader, Assessment and Tracking:** Take a lead on pedagogical development, standards of teaching and learning within the English department – supporting less experienced teachers in the delivery of excellent teaching at all key stages.
- **Infrastructure, Health and Safety:** Take a lead on the effective provisioning and use of technology and other learning infrastructure within English and also on all aspects of safety risk management within the areas (including trips organised in the name of the subject).
- **External Links:** Contribute towards developing links across local, regional and national groups, business & industry with English interest.
- **Pastoral Support:** To act as a Form Tutor and to carry out the duties associated with that role. To contribute to the school's pastoral programme and other cross-curricular areas according to school policy.

### Standards in the Subject Areas

- **Outstanding Practitioner:** As a teacher the appointed candidate would be expected to lead from the front and set an example as an outstanding practitioner in their own right.
- **Safety, Risk Management and Safeguarding:** Putting the highest standards of safety and safeguarding above all else, you will lead on developing and administering systems and procedures that assess and risk manage effectively across all spheres of activity within the department.
- **Outstanding Teaching, Learning and Assessment/Reporting:** Work alongside the senior team, and other faculty colleagues, to ensure the highest standards of teaching and learning across the faculty; to this end contributing to a highly effective programme of coaching, mentoring, classroom based research and development.

Contribute to the self-evaluation of teaching and learning across the English faculty, through scrutiny, monitoring, review and evaluation. Robust assessment and reporting regimes will be implemented, monitored, evaluated and adapted by the successful candidate.



- **Outstanding Outcomes:** The post-holder will be expected to contribute towards ensuring the achievement of standards (attainment and progress) in English, at Key Stages 3, 4 and 5 that reflect those that would be achieved by students working in the top 10% of schools with a similar intake (FFT:5)
- **Stakeholder Engagement:** The post-holder will be expected to maintain strong, positive and highly effective working relationships with parents/carers, the local and regional community, agencies and stakeholders, other schools and the Governing Body.

### Person Specification (A Application, R References, I Interview)

#### Qualification Criteria

- **Essential:** Qualified to Bachelor or higher degree level in English or similar subject grouping. (A)
- **Essential:** QTS Qualified. (A)
- **Essential:** Right to teach and work in the UK. (A)

#### Experience

- **Essential:** At least two years teaching experience in one or more good or outstanding schools – demonstrably delivering high standards. (A/R)

#### Leadership

- **Essential:** Genuine passion for lifelong learning (R/I)
- **Essential:** A belief in the unique potential of every student. (R/I)
- **Essential:** Able to self-start, work independently and collaboratively as part of a team- whether led or leading. (R/I)
- **Essential:** Effective and compelling management style that secures the buy-in of stakeholders and encourages confidence and creativity alongside high levels of personal and team organisation. (R/I)
- **Essential:** Shows initiative and takes personal responsibility for their own actions with the motivation to work very hard, long hours, embrace any activity that is in the interests of protecting and education children and to continually raise standards. Can initiate, complete and finish; be effectively strategic and where appropriate, innovative. (R)
- **Essential:** Resilience, the ability to work well with others and the motivation to support the senior leadership team in leading the subject area through day-to-day challenges while maintaining a clear strategic vision and direction. Extremely positive and solutions-driven when faced with seemingly insurmountable challenges. (R/I)
- **Essential:** Commitment to the safeguarding and welfare of all students. (R/I)

#### Skills, Vision and strategy

- **Essential:** Vision aligned with the Avanti Schools Trust's emphasis on educational excellence coupled with *embedded* character development and spiritual insight; having high aspirations and high expectations of self and for others. Able to work entirely within the framework of the Trust's Ethos Handbook – including the promotion of the Faith Ethos of the school. (I)



## Job description: Key Stage Lead in English

- **Essential:** Clear vision and understanding of how to implement and sustain a high quality of teaching and learning within English. (A/R/I)
- **Essential:** Up to date on national changes to the educational landscape; particularly relating to English.
- **Essential:** Excellent organisational skills and ability to delegate. (R/I)
- **Essential:** Excellent skills in the use and application of technology. (R/I)
- **Essential:** Able to use of data to inform and diagnose weaknesses that need addressing. (R/I)