

UNITY COLLEGE

JOB DESCRIPTION	
JOB TITLE:	Leader of KS3 English
LOCATION:	Unity College
RESPONSIBLE TO:	Head of English
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<ul style="list-style-type: none"> • Be responsible to the Head of English for ensuring the effective co-ordination of all aspects of English across the Key Stage; • Effectively lead the learning and teaching of English; • Contribute to the monitoring of standards of performance of learning and teaching; • Ensure provision of high quality, challenging English Schemes of Work for students in Key Stage 3 which ensures student progress; • Drive for continuous improvement of English results; • Develop and enhance the teaching practice of others; • Plan for, develop and lead the effective use of English resources within the English Curriculum area; • Be responsible for the management and organisation of exam entries, homework, controlled assessments, intervention, data input for student progress, internal English examinations, moderation and teacher assessment of English; • Arrange cover work for English as appropriate for Key Stage 3 lessons; • Be responsible for the monitoring and accountability for homework in Key Stage 3 • Promote and lead extra-curricular activities to enhance the provision for all students; • Implement and manage intervention activities for students within Key Stage 3 English. • To be responsible for the line management and appraisal of some English teachers; • To contribute to outstanding leadership and management practice by ensuring positive staff participation, effective communication and procedures; • The provision of professional advice and support and the identification of training needs. 	

MAIN ACTIVITIES:

- To undertake such duties as the Head of English may determine as reasonably falling within the role;
- To undertake whole college duties as may be reasonably determined by the Headteacher;
- To carry out the duties of a teacher as set out in the latest Teachers' Standards Document;
- To develop students' Literacy and Numeracy skills within a specialist subject area;
- To differentiate each learning task to ensure all learners within a group make progress in every lesson, liaising with TAs as necessary;
- To regularly assess students work, give appropriate feedback (formative and summative) and use student data to plan differentiated tasks in lessons and homework;
- Ensure every student knows their level or sub-level and understands the steps required to achieve the next stage in their progress and attainment;
- To be an exemplary role model in terms of dress, punctuality and attendance;
- To attend and participate in Parent and Open Evenings as required;
- To uphold the college's Behaviour for Learning Policy and Uniform Code;
- To participate in staff training, INSET and Professional Development opportunities;
- To be a Personal Development tutor in one of the college's four Houses;
- Ensure that the learning environment is attractive, tidy, safe and conducive to student learning;
- To adhere to the policies regarding Health and Safety, ICT usage and educational visits/trips;
- To provide cover for staff in line with the college's 'Rarely Cover Agreement'.

Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
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Agreed by: