

<b>JOB TITLE:</b>	<b>English KS3 Progress Lead – Temp Maternity Cover</b>
<b>REPORTS TO:</b>	<b>Head of English</b>
<b>DEPARTMENT:</b>	<b>English</b>
<b>SECTION:</b>	<b>Secondary School</b>

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### **PURPOSE OF JOB**

To work alongside the head of department and existing management team to lead, manage and evaluate the delivery of the department's provision for Key Stage 3 English.

### **PRINCIPAL ACCOUNTABILITIES**

To support the Head of department to:

- Promote a teaching and learning environment which is highly creative and stimulating
- Organise curriculum resources for use by department
- Communicate effectively and efficiently within the department ensuring all KS3 teachers are aware of the Scheme of Work; checkpoints; home learning; deadlines for data entry.
- Support HoD and 2<sup>nd</sup> IC to evaluate and develop the KS3 English curriculum
- Support HoD and 2<sup>nd</sup> IC to evaluate and develop support the identification of students requiring intervention and monitoring the effectiveness of the intervention.
- Liaise with other KS3 English leaders from across Brighton and Hove to share good practice as required,
- Attend CPD as required and feedback to department.
- Support Engagement Lead in organising extra-curricular activities.

### **General Accountabilities:**

- Complete duties and attend events agreed as part of the annual directed time budget
- Contribute to the rich and varied extra-curricular programme of the school
- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment, in relation to the role, found in School Teachers' Pay and Conditions Document 2020. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.