**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**KEY STAGE 3 LEAD – ENGLISH**

**JOB PURPOSE**

To lead the process of curriculum development at KS3 under the supervision of the Head of Department in order to ensure its continued relevance, meeting the needs of all students who are given the opportunity to maximise their individual potential, thereby raising the standards of attainment.

**MAIN DUTIES AND RESPONSIBILITIES**

* To assist in the development, implementation and evaluation of the locally agreed syllabus for Bedfordshire and specifications.
* To develop alongside the Head of Department inclusive schemes of learning, resources, assessment policies and teaching strategies in English at KS3.
* To develop existing lessons and resources for KS3, including schemes of work, lesson presentations, worksheets, games, homework, gathering resources etc.
* To be responsible for coaching subject teachers who are not qualified in the departmental discipline, to give them guidance on how to teach certain topics.
* To participate in CPD relevant to the development of English at KS3 and whole school priorities.
* In conjunction with the Head of Department, implement the Ready Respect Reward process within English.
* To contact parents/carers to discuss problems relating to students in Year 7 and Year 8, after all stages of teacher responsibility are completed.
* Attend core achievement team meetings (when requested) to support development of KS3 within English.

**TEACHING AND LEARNING**

* To facilitate learning according to the needs of the individual students.
* To assess, record and report on progress and attainment and maintain such records as required.
* To track student progress towards targets and use such data to inform teaching and learning.
* To prepare and update subject materials, assisting in the development of effective resources and co-operating in the sharing of such resources.
* To liaise with the KS3 Raising Standards Leader to raise achievement of students in English.
* To work with the Head of Department using assessment data to inform colleagues on suitable intervention strategies.

**GENERAL**

* To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.