



**RAINHILL
HIGH SCHOOL**

JOB DESCRIPTION

Job Description: **Head of Key Stage 3 English**

Grade **TLR2b - £4,785 pa**

Overall Role and Remit

To work with and for the Head of English Faculty to ensure:

1. To maximise the achievement of students in KS3 English against national and locally agreed benchmarked targets.
2. Lead practitioner for KS3 English.
3. To maximise the quality of teaching. In particular to ensure there is no 'inadequate' teaching, and to maximise the proportion of 'outstanding' teaching.
4.
 - (a) To ensure delivery of Teaching and Learning Strategies.
 - (b) To ensure the curriculum is up to date and innovative.
 - (c) To maximise the learning opportunities for students.
5. To take a full and active part in the school's quality assurance process.
6. To take part in any meetings or activities required for this post.
7. To prepare reports for, attend and implement any necessary actions from Achievement Board meetings for KS3.
8. Plan and monitor interventions for underachieving students at KS3 and measure the impact of those interventions.
9. Contribute to the curriculum, scheme of learning and assessment of KS3 to ensure it meets the school's vision of excellence.

Responsible to: **Head of Faculty**

Generic Responsibilities of all Rainhill Staff

- (a) To work consistently to uphold School's aims.
- (b) To work in a co-operative and polite manner with all stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- (e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the school.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the school.

Additional Duties

Any other duty deemed reasonable, as directed by the Headteacher or Senior Leadership Team.

Review of Performance

Objectives will be in accordance to schools PM policy. TLR post holders will not have the same number of objectives as main scale teachers.

The post is subject to Enhanced Disclosure

The details contained within this job description reflect the content at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: _____

Date: _____

Signed: _____

Date: _____



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