



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**English KS4 Leader**



Stoke Newington School  
& Sixth Form

Headteacher: Annie Gammon  
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& Sixth Form  
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Dear Applicant,

Thank you for applying for a pack for the post of **English KS4 leader** at Stoke Newington School and Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed school and sixth form, a diverse and enthusiastic student intake, increasingly strong results and a middle and senior leadership team who will support you fully in further raising achievement for our English KS4 students.

You are likely to be a keen teacher with a passion for ensuring the best possible achievement in English of every one of our KS4 students. You will be one of a strong team who are keen to further develop consistently outstanding practice. We expect you to be eager to ensure all our students learn the essential skills of the English language and the love of English literature. You will be looking forward to taking on leadership.

You must have excellent interpersonal skills, drive, determination and energy and the highest expectations of every student and yourself. We have very well regarded professional development programmes to support you in your teaching and leadership roles.

We recommend you visit our school in advance of interviews if possible; please call Ioannis Mitrokotsas on 020 7241 9678 to arrange a date/time, or if you have any queries.

The closing date for applications is Friday 13<sup>th</sup> April 2018. Interviews are expected to be in April.

Best wishes,

*Annie Gammon*

Headteacher



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## **2i/c English Department – KS4 leader**

**Required for September**

**Salary:**

Inner London Spine + TLR2b

### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has recently received an excellent OFSTED inspection. Our school is committed to inclusive teaching and highest aspirations for all our students.

### **The Post**

You will be working in a well led successful Department with a team of highly effective teachers. You will be expected to teach across Key Stage 3 and 4. There are opportunities to teach A level English. Whatever your experience we expect you to be a creative teacher, who is ambitious for every student you teach, and for your own career development. We are committed to developing all our staff so you will be given extensive support and access to training within the school. You must be able to teach in mixed ability and setted groups.

### **Management Responsibilities**

You will be leading the raising of achievement of our students in English at Key Stage 4. In particular, we aim to ensure every group of students is achieving significantly above national averages. You will be a key member of a management team with a Key Stage 3 leader, a Key Stage 5 Leader, a Lead Professional and the Head of Department. You must already have some experience of responsibility within English.

### **Contacting us**

If you are interested in joining us, or would like to see the school, then please contact Ioannis Mitrokotsas for further information and application forms. You can also visit our website at [www.sns.hackney.sch.uk](http://www.sns.hackney.sch.uk) and download an application pack.

**The closing date for receipt of applications is Friday 13<sup>th</sup> April 2018.**



## Job description

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**TITLE OF POST:** ENGLISH DEPARTMENT –KS4 LEADER AND 2IC FACULTY

**ALLOWANCE:** London Inner Spine + TLR 2b

### Function of the post

**To assist the Head of Faculty by:**

- Leading with the Head of Faculty on student achievement and quality of teaching and learning across KS4
- Organising, overseeing and helping deliver revision/catch up programmes
- Assist in managing and developing all aspects of education within faculty.
- To lead the team in planning and delivering all aspects of KS4 courses
- To lead professional development of teachers in KS4 English pedagogy and curriculum

### Main Tasks and Responsibilities

1. Taking responsibility for leading, raising and managing achievement at KS4 - including contributing to and implementing the KS4 English action plan which leads to raised achievement of all our students
2. Overseeing the development by the team of KS4 English schemes of work, including homework and assessments, so as to raise achievement
3. Overseeing, with the Head of Faculty and the Lead Practitioner, the development of teaching strategies so as to ensure the quality of teaching is always very good and often outstanding
4. Planning and carrying out arrangements for relevant internal and external assessments in GCSE English Language and Literature, communicating these clearly to all English teachers and to students and parents
5. Organising, overseeing and helping deliver revision and intervention programmes for KS4
6. Analysing and reporting on KS4 English progress so as to help English teachers and leaders and managers in the school
7. To teach high quality lessons at all times and maintain a stimulating teaching environment as outlined in the staff handbook.
8. To keep clear records, and to assess, monitor and report on individual student's work and progress.

9. To keep up to date with developments in curriculum and teaching and learning through regular staff development and training.
10. To attend department meetings and other meetings directed by the headteacher.
11. To be a tutor or associate tutor.
12. To act as an appropriate role model for other teachers and students.
13. Performance management of agreed staff
14. Supporting the management of behaviour in the faculty
15. Contributing to whole school development

## **SELECTION CRITERIA**

### **Skills & Abilities**

1. Excellent communication and organisational skills.
2. Ability to lead the team through gaining commitment and strategic planning and delivery.
3. Excellent interpersonal skills and high level ability to work collaboratively. This should lead to the professional development of staff, to the achievement of department aims and to the efficient running of the English team.
4. Excellent creative teaching ability.
5. The highest expectations of every student and staff member
6. Commitment to personal career development.
7. Ability to organise whole school/year-based activities.
8. Ability to think and plan strategically and manage change.
9. Ability to work hard under pressure.
10. Ability to use I.T. effectively.

### **Knowledge and Understanding**

Knowledge and understanding of the curriculum including recent developments in English education.

Knowledge and understanding of the school's development plan and the role to be played by the English responsibility holders.

Understanding of developing differentiated Schemes of Work including homework and assessment opportunities

Knowledge of strategies for supporting teachers and improving teaching and learning.

### **Equal Opportunities**

1. Highest expectations of every student
2. Understanding of the different social backgrounds of students.
3. Understanding of the needs of different students, and the appropriate policies and strategies to support them.
4. Understanding of the needs of bilingual students.

### **Experience**

1. Experience of teaching English to students of all abilities across the 11-16 age range.
2. Collaborative methods of teaching and working with colleagues in the preparation, assessment and monitoring work.
3. Leading on some aspect of development in an English faculty
4. Using IT to raise achievement and as a management tool.
5. Experience as a form tutor and/or pastoral work.

### **Qualifications**

Qualified teacher status.

Excellent degree in English.