



Stoke Newington School  
& Sixth Form

**JOB PACK**

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English KS3 Leader

Dear Applicant,

Thank you for applying for a pack for the post of **English KS3 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 KS3 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 KS3 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.

Best wishes,

Zehra Jaffer

**Headteacher**

Headteacher: Zehra Jaffer | Stoke Newington School & Sixth Form, Clissold Road, N16 9EX  
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# Contents

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<b>Job advertisement</b>	<b>pg 4</b>
<b>Job description</b>	<b>pg 5</b>

## Job advertisement

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# 2i/c English Department – KS3 leader

**Start date: September 2020**  
**Inner London Pay Scale + TLR2B £4690**

### **The School**

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

### **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 3. 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 4 leader, a Key Stage 5 Leader, a Lead Practitioner and the Head of Department.

### **Contacting us**

If you are interested in joining us you can visit our website at <https://www.stokenewingtonschool.co.uk/jobs> to download an application pack and submit it to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk).

The **closing date** is 12 noon on **Monday 3<sup>rd</sup> February 2020**.



## Job description

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### **TITLE OF POST: ENGLISH DEPARTMENT –KS3 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 KS3.
- Organising, overseeing and helping to deliver enrichment/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 KS3 units.
- To lead professional development of teachers in KS3 English pedagogy and curriculum.

### **MAIN TASKS AND RESPONSIBILITIES**

1. Taking responsibility for leading, raising and managing achievement at KS3.
2. Overseeing the development by the team of KS3 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, communicating these clearly to all English teachers and to students and parents.
5. Organising, overseeing and helping deliver enrichment and intervention programmes for KS3.
6. Analysing and reporting on KS3 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**

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### **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 ambition for the mathematical achievement of every student
2. Understanding of the needs of different students, and the appropriate policies and strategies to support them, including SEND students
3. Understanding of the needs of bilingual and PPI 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

