



As Team Ipsley, we strive to create a community where all flourish, following God's example by loving each other as he loves us. Together, we become the best versions of ourselves by being ambitious, courageous and kind, creating a community which can achieve anything we set our minds to.

HEAD OF KS3 ENGLISH & DRAMA

We are seeking an enthusiastic and engaging practitioner to lead **KS3 English and Drama** in our friendly and supportive school. This role involves leading the English and Drama department in Key Stage 3 (Year 7 and 8) and may also include being a form tutor to a KS3 tutor group.



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INTRODUCTION

By joining us at Ipsley, you will become part of a team which prides itself on ensuring that all can become the best versions of themselves through being ambitious, courageous and kind. Lived Christian values make the school a warm and welcoming place to learn and work. Ipsley is oversubscribed and has worked hard to ensure outcomes are in line with national averages. We offer generous non-contact time and a wonderful team ethos.

This post offers a wonderful opportunity for a teacher of English or current English lead to take their next step in leadership. The role involves teaching English and Drama in Years 7 and 8 and leading the subjects across the Key Stage. Depending on experience, Drama can be taught as a discrete subject or within the English curriculum. All leaders in our school benefit from a strong programme of ongoing support, both through their base school and our Trust CPLR&D Team. Subject leaders also belong to a Trust-wide network of subject co-design groups.

Ipsley C of E Middle School belongs to the Central Region Schools Trust. There are strong working relationships between the CRST schools in the local pyramid and across the Trust, from following the same curriculum overview to sharing some operations staff. This structure provides school leaders with the exciting opportunity to contribute to the education and development of children through the entirety of their formal education. Central Region Schools Trust is committed to the continued development and growth of all staff, including school leaders.

We are looking for teachers with:

- the desire to join a progressive, supportive and hard-working team who have the best interests of children at heart;
- exceptional classroom practice with high expectations and a passion for developing a strong learning culture;
- the potential to become a great school leader;
- the ability to design and plan an inspiring curriculum and nurture a love of learning for all groups of learners;
- the willingness to contribute positively to a committed and positive team of professionals;
- a commitment to making a positive difference within the community;
- the flexibility to teach beyond subject specialism, where required;
- a keenness to engage in a range of training and development opportunities;
- a commitment to live our vision and support our Christian Distinctiveness

HOW TO APPLY

We welcome applications from professionals who possess the necessary drive and commitment to work with our pupils to contribute to the continued success of the school. Tours of the school or telephone discussions about the role are welcomed and can be arranged by contacting Yvette Wigg via email: ywigg@crst.org.uk.

Only completed Central Region Schools Trust application forms can be accepted. To access an application form, head over to our website: www.ipsleyschool.org.uk.

The deadline for applications is 09:00am on Wednesday 8th May 2024.

CV's will not be considered.

JOB INFORMATION

Job title:	Head of KS3 English & Drama
Salary:	Main scale & TLR2b
Contract:	Permanent
Required:	September 2024
Responsible for:	The provision of a full learning experience and support for pupils

DUTIES & RESPONSIBILITIES

- To safeguard and promote the welfare of young people
- To plan, implement and deliver an appropriately broad, balanced, relevant and adapted curriculum for all pupils
- To lead the development of the English and Drama curriculum in KS3, ensuring it is ambitious, creative, of consistent quality and underpinned by effective assessment
- To monitor the quality of teaching, learning and assessment of English and Drama across the school, supporting improvement where needed
- Contribute to the middle leadership team and contribute to CPD
- To facilitate and encourage learning experiences which provide pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

TEACHING

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To ensure the additional education needs of all pupils are catered for.
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching which may include other subjects, as determined by the school timetable
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods, which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

CURRICULUM PROVISION & DEVELOPMENT

- To assist the Curriculum and Pedagogy lead and SLT links to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.

PUPIL SUPPORT SYSTEM (PASTORAL)

- To be a Form Tutor to an assigned group of KS3 pupils.
 - To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
 - To liaise with the Pupil Support Team to ensure the implementation of Pupil Support systems.
 - To register pupils, remain with pupils in Collective Worship/assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life.
 - To contribute to and deliver the school's tutorial programme.
 - To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
 - To contribute to the preparation of Action Plans and progress files and other reports.
 - To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
 - To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
 - To contribute to PSHE, CIAG and SMSC, according to School and Trust policies
 - To apply the Behaviour Management Systems so that effective learning can take place.
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OPERATIONAL/STRATEGIC PLANNING

- To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in KS3 English and Drama
 - To lead on and implement the KS3 English and Drama development plan, in support of the school improvement plan and KPIs.
 - To liaise with KS2 English leads in school to ensure a cohesive and progressive curriculum across the school.
 - To plan and prepare courses and lessons.
 - To contribute to the whole school's planning activities.
 - To contribute to the CRST co-design process
 - To develop and maintain strong leadership links with relevant curriculum leaders in feeder and Trust schools
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STAFF RECRUITMENT, DEPLOYMENT AND CPD

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
 - To continue personal development in the relevant areas including subject knowledge and teaching methods.
 - To engage actively in the Performance Management Review process.
 - To ensure the effective/efficient deployment of classroom support
 - To work as a member of a designated team and to contribute positively to effective working relations within the school.
 - To be a line manager or ECT mentor if required
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QUALITY ASSURANCE

- To help to implement school quality procedures and to adhere to those.
 - To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
 - To review from time to time methods of teaching and programmes of work.
 - To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
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MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
 - To complete the relevant documentation to assist in the tracking of pupils.
 - To track pupil progress and use information to inform teaching and learning.
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COMMUNICATIONS

- To communicate effectively with the parents of pupils as appropriate.
 - Where appropriate, to communicate and co-operate with persons or bodies outside the school.
 - To follow agreed policies for communications in the school.
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MARKETING AND LIAISON

- To take part in marketing and liaison activities such as Open Evenings Parents' Evenings, Review days and liaison events with partner schools.
 - To contribute to the development of effective subject links with external agencies.
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MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.
 - To assist Senior Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
 - To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.
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OTHER SPECIFIC DUTIES

- To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current as of **April 2024**, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">Qualified Teacher status	<ul style="list-style-type: none">Evidence of further studyMiddle leader qualification

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">Successful and inspiring teaching in English and/or DramaSupporting school improvement strategyAbility to demonstrate and disseminate strategies to raise pupil achievement and attainment, particularly in EnglishEvidence of a proactive approach to CPDExperience of leading CPD	<ul style="list-style-type: none">Experience of teaching in both KS2 and KS3Experience of leading a subjectExperience of contributing to SIP and SEF

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">Comprehensive knowledge of the KS3 English and Drama CurriculaStrength in assessment, recording and reportingExperience of writing cohesive and ambitious schemes of learning	<ul style="list-style-type: none">Knowledge of different English pedagogiesKnowledge of KS2 and KS4 English

SKILLS

Essential	Desirable
<ul style="list-style-type: none">Outstanding classroom practice that challenges and inspiresAbility to analyse and interpret dataSet excellent standards of behaviourExcellent communication skillsGood organisational skillsAbility to support and lead a team	<ul style="list-style-type: none">Make contributions to extracurricular activitiesProven ability to monitor and evaluate the quality of teaching and learning in English/Drama

PERSONAL

Essential
<ul style="list-style-type: none">High expectationsExcited by new challengesCommitment to building strong home/school linksAbility to inspire othersCalm, supportive and caringSense of humourHigh levels of energyDevelop and sustain good personal relationshipsStrong team leaderAdaptableWillingness to go the extra mile

Head of KS3 English & Drama - April 2024



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