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| <b>Post Title</b>            | <b>Key Stage Lead – English</b> |
| <b>School / Organisation</b> | Avanti Grange Secondary School  |
| <b>Location</b>              | Bishop's Stortford              |
| <b>Grade</b>                 | MPS1 – UPS3 + TLR2a             |
| <b>Hours</b>                 | 32.5 hours per week             |
| <b>Contract Type</b>         | Permanent                       |
| <b>Reports to</b>            | Subject Lead – English          |
| <b>Preferred Start Date</b>  | September 2026                  |

### MAIN PURPOSES OF THE JOB

The English Key Stage Lead plays a key leadership role in supporting the Subject Lead to secure exceptional teaching, learning, and outcomes across the English curriculum. Working closely with the Subject Lead, middle leaders, and the Senior Leadership Team, the postholder will contribute to a culture of excellence rooted in the Avanti Schools Trust ethos of *Educational Excellence, Character Formation, and Spiritual Insight*.

The postholder will assist in the development, implementation, and review of a high-quality, ambitious English curriculum across all key stages. They will help ensure that teaching is engaging, evidence-informed, and responsive to learners' needs, and will play a central role in raising standards through modelling strong practice, supporting colleagues, and contributing to departmental planning and quality assurance.

Success in this role requires strong English subject knowledge, excellent classroom practice, and a genuine commitment to developing both students and colleagues. The postholder will deputise for the Subject Lead when required, support the operational day-to-day running of the English department, and contribute to continuous improvement in curriculum design, pedagogy, and assessment.

They will carry out their duties in line with statutory requirements, the Teachers' Standards, and the Avanti Schools Trust commitment to safeguarding and promoting the welfare of children and young people.

### RESPONSIBILITIES OF THE JOB

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers' Pay and Conditions Document* (STPCD) and have due regard to the *Teachers' Standards*. Performance will be assessed against the standards as part of the annual appraisal process.

#### Teaching

- Deliver the curriculum effectively and adapt teaching to meet the age, ability, and needs of the students taught.
- Prepare and develop high-quality teaching materials, lessons, and pastoral arrangements as required.
- Be accountable for the attainment, progress, and outcomes of learners taught.
- Use assessment, prior knowledge, and understanding of students' capabilities to plan well-differentiated and inclusive learning.
- Meet the needs of all students, including those with SEND, EAL, high prior attainment, or disabilities, using distinctive teaching strategies as appropriate.
- Promote and model high standards of literacy and accurate spoken English.
- Use a wide range of assessment and monitoring strategies to set challenging learning objectives and track progress.
- Provide regular, precise feedback to students and support them to reflect on their learning and take responsibility for improvement.
- Use data effectively to monitor progress, identify underachievement, and inform planning.



- Set homework and out-of-class learning that consolidates and extends students' understanding.
- Participate in arrangements for internal and external examinations and assessments.

### **Leadership**

- Assist in the day-to-day leadership and organisation of the department, deputising for the Subject Lead when required.
- Support the implementation of departmental and whole-school priorities, ensuring alignment with the school's vision and the Avanti Way.
- Contribute to curriculum planning, innovation, and evaluation across all key stages.
- Support the development and implementation of effective assessment systems to monitor progress and ensure consistency.
- Contribute to departmental quality assurance activities, including lesson visits, learning walks, book looks, and student voice.
- Mentor and support colleagues, including trainee teachers, ECTs, and non-specialists.
- Assist with the deployment and management of departmental resources, including staffing, equipment, and digital tools.

### **Behaviour, Safety and Safeguarding**

- Establish a safe, purposeful, and stimulating learning environment rooted in mutual respect.
- Maintain high expectations of behaviour, using consistent and fair strategies to inspire, motivate, and challenge students.
- Act as a positive role model, demonstrating the attitudes, values, and behaviour expected of students.
- Build and maintain positive relationships with students, exercising appropriate authority and taking decisive action when required.
- Undertake duties as directed and in line with the STPCD.
- Promote and safeguard the welfare of children and young people, following all school and Trust procedures.

### **Team Working and Collaboration**

- Participate in relevant meetings and professional development opportunities relating to curriculum, pastoral arrangements, and whole-school organisation.
- Work collaboratively with colleagues, sharing good practice and contributing to curriculum and organisational development.
- Ensure that colleagues working with you (including support staff) are effectively deployed and understand their roles.
- Provide cover for absent colleagues within the remit of the STPCD.

### **Wider Professional Responsibilities**

- Build effective professional relationships across the school community.
- Communicate clearly and professionally with parents/carers regarding students' progress and wellbeing.
- Work constructively with external agencies and the Avanti Schools Trust.
- Make a positive contribution to the wider life and ethos of the school.

### **Administration**

- Register attendance and supervise learners as required.
- Undertake administrative and organisational tasks in line with the STPCD.

### **Professional Development**

- Review the impact of your teaching on learners' progress and wellbeing, refining approaches where necessary.
- Engage fully in training and development opportunities identified through appraisal or school priorities.
- Participate in arrangements made in accordance with the Performance Management Regulations.

### **Other Duties**

- Uphold the ethos, policies, and practices of the school, demonstrating high standards of attendance and punctuality.



- Undertake any other reasonable duties requested by the Head of School.
- This job description is not contractual and may be amended following consultation to reflect the changing needs of the school.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.

### RESPONSIBILITIES OF THE JOB

| Criteria |                                                                                                                                                                                                                                                                                            | Requirement |           |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
|          |                                                                                                                                                                                                                                                                                            | Essential   | Desirable |
| 1.       | Qualified to bachelor's degree level in relevant subject or allied subject                                                                                                                                                                                                                 | X           |           |
| 2.       | QTS qualified                                                                                                                                                                                                                                                                              | X           |           |
| 3.       | Proven track record of excellent teaching and learning outcomes                                                                                                                                                                                                                            | X           |           |
| 4.       | Strong subject knowledge across all key stages                                                                                                                                                                                                                                             | X           |           |
| 5.       | Experience in contributing to curriculum planning and development                                                                                                                                                                                                                          | X           |           |
| 6.       | Ability to inspire and motivate students and staff                                                                                                                                                                                                                                         | X           |           |
| 7.       | A commitment to continuous professional development and leadership growth                                                                                                                                                                                                                  | X           |           |
| 8.       | Excellent communication and interpersonal skills                                                                                                                                                                                                                                           | X           |           |
| 9.       | Experience of mentoring or supporting colleagues in their professional development                                                                                                                                                                                                         |             | X         |
| 10.      | Previous experience in a leadership role or evidence of leadership potential                                                                                                                                                                                                               |             | X         |
| 11.      | Commitment to the safeguarding and welfare of all students                                                                                                                                                                                                                                 | X           |           |
| 12.      | Vision aligned with the Avanti Schools Trust's emphasis on educational excellence coupled with embedded character development and spiritual insight; having high aspirations and high expectations of self and for others. Able to work within the framework of the Trust's Ethos Handbook | X           |           |

### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the *Child Protection and Safeguarding Policy* on the Avanti Schools Trust website. <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>