



**Job Title:** KS4 English Teacher

**Reports to:** Assistant Headteacher

**Status of Post:** This role sits within our middle leadership structure.

**Hours:** 37.5 hours per week

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### **Job Purpose**

As English/Literacy Lead, you will deliver inclusive, responsive, and innovative teaching and learning within the curriculum area of English and Literacy. You will consistently aim for outstanding teaching and learning to ensure that all learners succeed.

Under the reasonable direction of the Headteacher and Senior Leadership Team, you will carry out the professional duties of a teacher, as outlined in the school's current policies. You will lead literacy strategy across all key stages, with a focus on reading, writing, and oracy, and play an instrumental role in building a literacy-rich culture at Bramfield House School.

You will have strategic oversight of all literacy intervention programmes. You will manage staff delivering literacy interventions, work alongside the SENCO to develop strategies to raise literacy standards and contribute to whole-school planning and budgeting. You will also deliver staff training and hold others accountable for progress and consistency in English and literacy across the school.

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### **Areas of Responsibility**

#### **Literacy Leadership**

- Lead the implementation of a phonics and early reading programme across the school.
- Deliver and coordinate training on all aspects of literacy.
- Support literacy development beyond the school day, including enrichment.
- Develop a purposeful learning environment with a strong literacy focus.
- Work with curriculum leaders to ensure literacy is embedded across subjects and key stages.
- Oversee all literacy interventions, ensuring consistency and impact.
- Manage HLTAs and staff delivering one-to-one or small group literacy sessions.

- Ensure inclusive and personalised provision for pupils experiencing literacy difficulties.

### **Teaching & Learning**

- Be accountable for the learning and achievement of all pupils in your classes.
- Plan and deliver high-quality lessons aligned with long-term and medium-term planning.
- Develop engaging, motivating, and differentiated learning experiences.
- Use literacy, numeracy, and ICT skills to support learning.
- Set high expectations for pupil outcomes and relationships.
- Embed employability and life skills into the curriculum, including appropriate work experience.
- Personalise teaching to meet the needs of all learners and ensure academic success.

### **Assessment, Recording & Reporting**

- Provide regular written and oral assessments, reports, and references.
- Give meaningful feedback and encourage pupil reflection and ownership of learning.
- Set and review progress targets based on accurate assessment data.
- Monitor literacy progress across cohorts and oversee interventions where needed.
- Understand statutory assessment frameworks, including those related to exams and qualifications.

### **Strategic Direction, Leadership & Management**

- Support the Senior Leadership Team in setting the vision for English and literacy.
- Lead on curriculum monitoring, assessment, planning, and subject improvement plans.
- Hold subject staff accountable and support ongoing professional development.
- Contribute to whole-school policy development and strategic improvement.
- Promote inclusion and positive relationships in line with the school ethos.

### **Behaviour Management**

- Promote positive behaviour through effective classroom management and de-escalation strategies.
- Model high standards of professional behaviour and values.
- Use the school's framework of rewards and sanctions to guide pupils positively.
- Support pupils in developing social, emotional, and behavioural self-regulation.

## **Pupil Care & Welfare**

- Support and promote safeguarding in line with the school's policy.
- Be aware of and adhere to procedures related to child protection, health & safety, confidentiality, and data protection.
- Identify when pupils need specialist support and make appropriate referrals.

## **Other Duties**

- Collaborate effectively across departments and teams.
- Provide cover when required.
- Engage in continuing professional development and school events.
- Undertake any reasonable duties requested by the Headteacher or SLT.

## **Confidentiality**

All staff are expected to maintain strict confidentiality regarding pupils, families, school operations, and records. Breach of confidentiality may result in disciplinary action.

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## **Conclusion**

This job description outlines the general nature and responsibilities of the role. It is not exhaustive and may be amended in consultation with the postholder to meet the evolving needs of the school.

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## **Job Specification**

### **Essential**

- Qualified Teacher Status (QTS) or equivalent
- A deep belief in the potential of every child to succeed
- Commitment to safeguarding and the welfare of children
- Adaptability in a fast-paced, emotionally charged environment
- High expectations of self and others
- Ability to work independently and take initiative
- Proven ability to support and develop staff practice
- Excellent classroom practitioner with strong subject knowledge
- Experience working with pupils with challenging behaviour
- Strong teamwork and leadership skills
- Resilience and emotional intelligence
- Willingness to engage in continuous professional development

### **Desirable**

- Experience working with young people from challenging backgrounds
- Evidence of improving outcomes for pupils
- Ability to inspire, motivate, and hold high aspirations
- Strong communication and listening skills
- Reflective practitioner committed to personal and professional growth
- Ability to remain calm and focused under pressure
- Strategic planning experience
- Experience of literacy intervention design and implementation
- Commitment to a culture of high expectations, inclusion, and achievement