

**Job Description: Key Stage 3 English Lead**

<b>Reports to:</b>	Assistant Principal
<b>Start date:</b>	September 2026
<b>Location:</b>	Ark Globe Academy, Harper Rd, London SE1 6AF
<b>Contract:</b>	Permanent
<b>Salary</b>	Ark Teacher Pay Scale: AM1-AM6 + TLR2C

**Interview schedule:**

<b>Closing date:</b>	05 May 2026
<b>Shortlisting:</b>	05 May 2026
<b>Interviews:</b>	14 May 2026

This is a fantastic opportunity for an aspiring leader to develop their career, supported by an excellent leadership team and a strong school culture at Ark Globe Academy. The role is ideally suited to an exceptional leader who is committed to inspiring the next generation of young people to fulfil their aspirations.

The KS3 English Lead role is critical to the academy's continued progress and is central to achieving the highest standards of teaching and learning in every classroom.

As part of the Communications Faculty, the KS3 English Lead will play a key role in developing teachers' classroom practice. They will work closely with a specific cohort of staff, such as trainees, and may also have responsibilities beyond the faculty, including delivering coaching, INSET sessions, or other training as required.

**The Role**

- Manage the professional community of subject teachers to ensure high attainment in English across KS3.
- Lead the KS3 English curriculum, enabling the highest levels of pupil progress and attainment.
- Support the leadership of a high-performing English department alongside the Assistant Principal.
- Coach, mentor, and support teachers to improve classroom practice, including trainees and new staff.

**Key Responsibilities**

- Coordinate the delivery of KS3 English across the academy.
- Lead the professional community of KS3 English teachers, promoting high-quality teaching and learning.
- Support curriculum development, assessment, and target-setting across KS3 in collaboration with the Assistant Principal.
- Monitor and evaluate teaching and learning within KS3 English.
- Lead CPD, coaching, or training sessions for staff within and beyond the faculty as required.
- Develop strong partnerships with parents and maintain productive communication regarding pupil progress.

## **Outcomes and Activities**

### **Subject Coordination across the Academy**

- Ensure systems are in place so that all lessons within the remit are consistently good or better.
- Lead the subject community, fostering collaboration and sharing of best practice.
- Drive the professional development of KS3 English teachers through coaching, mentoring, and CPD.
- Support the Subject Leader in the strategic development of the English department.
- Promote parental engagement to support student learning and progress.

### **Teaching and Learning**

- Work with the Assistant Principal to establish a subject development plan, set targets, and review outcomes.
- Deliver outstanding lessons that motivate, inspire, and improve pupil attainment.
- Implement and adhere to the academy's behaviour management and safeguarding policies, ensuring pupil well-being.
- Participate in preparing students for internal and external assessments and examinations.
- Stay up to date with developments in English teaching, pedagogy, and curriculum best practice.

### **Curriculum Setting and Assessment**

- Develop high-quality syllabuses and schemes of learning that are inspiring for students and teachers.
- Monitor and assess teaching and learning within KS3 English in collaboration with the Assistant Principal.
- Set regular, measurable, and meaningful assessments for students.
- Establish systems for monitoring and evaluating student progress effectively.
- Maintain accurate student data to inform teaching and interventions.
- Ensure the regular setting and completion of high-quality homework and independent learning activities.

### **Academy Culture**

- Support the Academy's culture, values and ethos by contributing to the development and implementation of policies practices
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Executive Principal and ALT members
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

### **Role review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Executive Principal's approval.

## Person Specification: Key Stage 3 English Lead

### Qualification Criteria

- Qualified to degree level and above
- Qualified to teach and work in the UK
- Evidence of professional development

### Experience

- Experience of raising attainment in a challenging classroom environment
- Experience of contributing to a high achieving department within a large secondary school environment
- Experience of delivering consistently outstanding lessons to students of all ages and abilities
- Experience of implementing behaviour management strategies consistently and effectively
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners

### Leadership

- Effective team player and leader
- Ability to coach and manage staff
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

### Leading the Curriculum

- Able to establish curriculum development, assessment, coordination and coaching
- Has good communication, planning and organisational skills
- High expectations for accountability and consistency
- Ability to design, implement and evaluate effective, imaginative and stimulating Schemes of learning

### Teaching and Learning

- Outstanding classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to student's needs
- Understands and interprets complex student data to drive lesson planning and student attainment
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

**Other**

- This post is subject to an enhanced Disclosure and Barring Service check.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*