



## English Key Stage 5 Lead Job Description

**In addition to meeting relevant teacher standards, the specific roles and responsibilities are:**

- Produce and regularly review overall curriculum plan, allocate SOL planning responsibilities, quality assure resources produced.
- Manage KS resources: conduct annual stock take and conditions check, order resources (negotiated with HOD).
- Produce KS documents for handbook and SLT – curriculum docs, mark schemes, SMSC docs etc.
- Coordinate KS cover work during staff absence and oversee completion of data entries, reports etc.
- Attend KS appropriate curriculum events.
- Coordinate KS extra-curricular activities, including trips, competitions etc.
- Conduct KS Quality Assurance activities and keep records according to department policy – learning walks, book scrutinies, HL reviews, student voice, according to departmental QA calendar.
- Assess departmental professional development needs and organise appropriate access.
- Lead KS Data meetings post data entry and review issues with class teachers.
- Coordinate timely interventions to ensure good progress for all cohort groups.
- Keep up to date with/assess/implement new developments re government requirements, new research and/or resources, examiner reports etc.
- Organise and oversee departmental moderation to ensure consistent marking and assessment in appropriate KS.
- Utilise regular department meeting slots to update and review practice etc.

**EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check.**

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