



## Job Description and Person Specification

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<b>Job title</b>	Key Stage 2 Teacher & Head of English
<b>Contract type</b>	Full time (40 hours per week), Permanent
<b>Reporting to</b>	Deputy Head
<b>Weeks per year</b>	36
<b>To commence</b>	April or September 2026

## Job Description

### Purpose of the Role

**Teaching** - To provide high-quality teaching and learning to pupils within Key Stage 2, preparing them for 11+ assessments to a range of senior schools, ensuring that each child achieves their full academic and personal potential in line with the school's ethos, curriculum, and statutory requirements.

**Head of English** - To deliver high-quality teaching and learning to Key Stage 2 pupils, ensuring all children make strong progress and achieve well. As Head of English, the post-holder will lead the strategic development, implementation, and evaluation of English across the school (Reading, Writing, Phonics/Spelling, Oracy), ensuring consistent, effective practice and excellent outcomes

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### Key Responsibilities (teaching)

#### Teaching and Learning

- Plan and deliver engaging, well-structured lessons that meet the requirements of the National Curriculum for Key Stage 2 and prepare pupils for 11+ examinations.
- Differentiate teaching activities and resources to meet the varying needs, abilities, and interests of pupils, including SEND, EAL and high-achieving learners.
- Use effective teaching strategies and classroom management techniques to promote positive behaviour and a stimulating learning environment.
- Establish high expectations for pupils' learning, behaviour, and personal development.

#### Assessment and Progress

- Use a range of formative and summative assessment methods to monitor and evaluate pupil progress.
- Maintain accurate and up-to-date records of attainment and achievement.
- Provide constructive feedback to pupils and communicate progress to parents/carers through reports, meetings and consultations.
- Use assessment outcomes to inform planning and target-setting.

#### Pastoral Care and Safeguarding

- Promote pupils' emotional wellbeing and personal development, implementing the school's behaviour and safeguarding policies at all times.
- Act as a role model for pupils, demonstrating respect, responsibility and the school's values.
- Work closely with colleagues, parents, and external agencies to support the pastoral needs of pupils.

## **Curriculum and Professional Contribution**

- Contribute to the development and review of the school's KS2 curriculum, ensuring it is broad, balanced, and enriching.
- Participate actively in staff meetings, INSET sessions, and continuing professional development (CPD).
- Support whole-school initiatives, clubs, and enrichment activities where necessary.
- Take responsibility for a curriculum subject area, as required.

## **Classroom Environment**

- Maintain a well-organised, resource-rich classroom that supports learning.
- Display pupils' work and achievements in line with school guidelines.
- Promote reading, independent learning, and the effective use of ICT.

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## **Key Responsibilities (Head of English)**

- Lead the vision for English across the school, ensuring alignment with the School Development Plan.
- Keep abreast of national developments and research in English and literacy teaching.
- Lead an exemplary 11+ English preparation programme
- Evaluate whole-school English provision and lead improvement initiatives with measurable impact.
- Work with senior leadership to set, monitor, and evaluate targets for English attainment and progress.

## **Curriculum & Assessment**

- Develop and maintain a coherent, progressive English curriculum from EYFS to Year 6.
- Oversee English assessment systems, supporting staff in accurate moderation of reading and writing.
- Monitor pupil progress through data analysis, book scrutiny, learning walks, and pupil voice activities.
- Implement intervention strategies for groups at risk of underachievement.

## **Support & Staff Development**

- Deliver high-quality CPD, coaching, and mentoring for staff in English teaching.
- Provide guidance on planning, assessment, phonics/spelling, and the teaching of reading and writing.
- Lead an effective quality assurance programme to ensure high standards in English across the school
- Lead subject meetings and liaise with external agencies or consultants as needed.
- Support staff in developing high-quality English resources and classroom environments.

## Reading Culture & Enrichment

- Promote a reading-for-pleasure culture across the school, including events such as book weeks, author visits, libraries, and reading challenges.
  - Oversee and manage English resources, including the school library and reading scheme.
  - Develop opportunities for pupils to engage with literature, poetry, drama, and performance.
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## General Responsibilities

- Contribute fully to the wider life of the school, including clubs, trips (day and residential), assemblies, and whole-school events.
  - Uphold all school policies, safeguarding procedures, and professional standards.
  - Build strong relationships with parents, communicating progress and supporting engagement in children's learning.
  - Participate actively in staff meetings, INSET days, and continuing professional development.
  - Undertake any other reasonable duties as requested by the Headteacher.
  - To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
  - To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
  - To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
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## Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The health, safety and well-being of all our pupils are of paramount importance to all the staff at Kew College Prep. We are committed to providing an environment in which children feel welcomed, safe, valued and respected. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities. We expect all of our employees to mirror and demonstrate this commitment.

To ensure that we comply with our Safeguarding commitment and responsibility, the school will undertake all necessary vetting checks, pre and post interview, including an enhanced DBS check, internet checks, teaching prohibition checks, references, right to work in the UK and medical fitness.

# Person Specification

Criteria to be assessed by:

AF - Application form, I = Interview, PE – Practical Exercise, LO – Lesson Observation

		Essential	Desirable	Assessed by
	<b>Qualifications &amp; Training</b>			
1	Qualified Teacher Status (QTS)	X		AF
2	Degree-level qualification	X		AF
3	Safeguarding Level 2		X	AF
4	Prevent		X	AF
5	Paediatric First Aid		X	AF
	<b>Professional Knowledge &amp; Understanding</b>			
6	Good knowledge of the KS2 curriculum, assessment frameworks, and progression	X		AF / I
7	Knowledge and experience of supporting students preparing for their 11+	X		AF / I
8	Knowledge of safeguarding procedures and commitment to pupil welfare	X		I
9	Awareness of how to use data to inform planning, track progress, and improve outcomes	X		PE
10	Excellent knowledge of the national curriculum for English, including reading, writing, grammar, phonics / spelling and oracy	X		AF / I
	<b>Experience</b>			
11	Experience teaching or completing substantial placements within Key Stage 2	X		AF
12	Experience of having led English in a similar setting		X	AF
13	Demonstrable experience planning and delivering high-quality, engaging lessons	X		LO

14	Experience using formative and summative assessment to support learning	X		AF
15	Experience leading a subject area or contributing to curriculum development.		X	I
16	Experience supporting extra-curricular or enrichment activities		X	AF
17	Experience working collaboratively with parents, carers, and external agencies		X	I
	<b>Skills &amp; Abilities</b>			
18	Ability to inspire, motivate, and engage children of varying abilities	X		LO
19	Strong classroom management skills and the ability to create a positive learning environment	X		LO
20	Ability to design and implement a progressive, inclusive English curriculum	X		I
21	Ability to differentiate effectively to meet pupils' individual needs	X		LO
22	Competent use of ICT to support planning, teaching, and assessment	X		PE
23	Excellent communication and interpersonal skills with pupils, staff, and parents	X		I / PE
24	Ability to work collaboratively as part of a team and contribute to the wider life of the school	X		I
	<b>Personal Qualities (non-competency based)</b>			
25	A positive, reflective, and resilient approach to teaching	X		
26	High expectations for all children and a belief in every child's potential to succeed	X		
27	Warmth, empathy, and the ability to build strong, respectful relationships	X		
28	Professional integrity, reliability, and a strong work ethic	X		