



Harrow Way
Community School

Learning for life, success for all

Headteacher: Mrs D L German



Assistant Director of English

1. Strategic Leadership and Department Development

- Meet once a fortnight with the Director (GKC) to review the Department Improvement Plan and its contribution to the School Improvement Plan, agreeing short, medium and long-term priorities for English.
- Contribute to the design, implementation and evaluation of informed teaching and learning strategies in English.
- Contribute to strengthening the English curriculum coherence and progression across KS3 and KS4, including development of English medium term plans.
- Ensure KS3 medium term plans support smooth progress into KS4 English Language and Literature.
- Maintain, monitor and evaluate The Directory to ensure staff are keeping abreast and accurate records of assessments.

2. KS3 Lead (Years 7, 8 and 9)

First point of contact

- Act as the first point of contact for all KS3 curriculum queries from staff, students and parents.
- Screen queries, resolve issues or delegate appropriately, as well as update the Director and SLT line manager.

Curriculum delivery and coherence

- Ensure KS3 medium term plans are followed consistently across all classes.
- Support teachers to remain on track with the planned sequence.
- Provide guidance on sequencing, misconceptions and scaffolding.
- Ensure the KS3 curriculum builds strong core knowledge and core skills that connect clearly to KS4.
- Support inclusive teaching practices, ensuring students who are disadvantaged and/or with SEND can access the English curriculum effectively.

Curriculum, resources and assessment integrated

- Ensure KS3 resources are up to date, coherent and aligned with curriculum intent, including the building of new resources.
- Contribute to building KS3 resources that support literacy across English.
- Ensure KS3 assessment is balanced, meaningful, cumulatively structured and reflective of the taught curriculum.





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- Support marking delegation and moderation at KS3 to ensure fairness and consistency.

Curriculum evaluation and improvement

- Work with the Director for English to re-structure the KS3 curriculum to ensure it aligns and provides a pathway into KS4.
- Map out a schedule for completion of the KS3 medium term plans for completion by the end of 2025-26. Delegate refinement tasks and quality assure completed work.
- Support the end of year evaluation and contribute to final refinements.
- Deliver staff CPD as required in CADT meetings for any KS3 changes or updates.
- Ensure The Directory reflects the KS3 and KS4 assessment tasks ready for the following academic year.

3. Line Management and Staff Support

- Line manage English teachers as directed, including regular check-ins and appraisal activities.
- Alongside the Director, support new staff joining the department, ensuring they understand routines, expectations and systems.
- Provide behaviour management support for colleagues in the English department where required.
- Model high standards in lesson planning, marking and professional conduct.
- Act as student teacher mentor as required.

4. Teaching and Learning Quality (Drop-ins and Development)

- Carry out developmental drop-ins at least once per term as directed by the Director of English.
- Ensure the school's Teaching and Learning Framework is implemented with fidelity across observed lessons.
- Provide specific, actionable written feedback, as per whole school expectations, that supports teacher improvement.
- Identify department-wide strengths and areas for development and share insights with the Director of English.

