



Head of English

For September 2018

Following the retirement of the current Head of English after 22 years of successful leadership, the School is looking to appoint someone who will develop and enhance the current provision for English in the Senior School (School Years 7 to 13).

About Kimbolton School

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance up to Oxbridge achieving outstanding A Level results in 2017. This academic culture rests on the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment. We are a Digital School with iPads for all pupils with ongoing investment in technology, staff professional development, and a close focus on teaching methodologies and pupil learning. Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere.

Head of English Job Summary

The head of department will provide exemplary academic leadership for the team of five full time and two part-time members. They will promote a culture of continual improvement for pupils and staff, high academic standards and fully support departmental super and extra-curricular activities.

The English Department

English department teachers are both highly committed to their subject and strongly involved in the promotion of good teaching practice and research in the School as a whole. It is an active and energetic department and members enjoy a fair degree of teaching autonomy. Courses are flexible in terms of precise content with members of Department currently being free to choose the texts which they are going to cover within certain parameters. A spirit of individual empowerment is encouraged. The role of the successful candidate will be to nurture these qualities while encouraging improvement and development.

The Department comprises five full time members in addition to the Head of Department. There are also two part time members whose prime responsibility is the teaching of Drama. The Head of Department is also line manager for the teacher of EAP (English for Academic Purposes) but is not involved in direct EAP provision.

The Department structure includes two delegated areas of responsibility:

Second in Department: Responsible for the monitoring of teaching strategies within the Department and associated development; liaison with Academic Support, including intervention strategies; running external and internal competitions; day to day running of the A level Language and Literature combined course.

Teacher responsible for Key Stage Three: Overall responsibility for the planning and assessment of all KS3 teaching and learning.

The Department is based in four dedicated classrooms for lessons up to Year 11. Sixth Form teaching takes place in two classrooms in the Castle. All classrooms have data projectors and Apple TVs. The Department also makes substantial use of the Library, the Drama Studio, the Lewis Hall and the Queen Katharine Building. Class sizes are approximately twenty up to GCSE and between eight and twelve in the Sixth Form.

The Department offers AQA (Specification A) GCSE in both English Language and English Literature.

In the Sixth Form, we offer AQA (Specification A) English Literature as well as OCR English Language and Literature.

iPads and iTunesU

Kimbolton is a Digital School with all staff and students having iPads which are used for a wide and innovative range of teaching and learning purposes. iTunesU is used as the school VLE with individual subject courses, class courses and more, all set up to provide anywhere, anytime learning for pupils. There will be the scope for the successful applicant to develop the Department's work in this exciting area.

Examination Results

The Department achieves consistently strong results. In the first year of the reformed GCSEs we scored 45% 7-9 in English Language while in Literature it was 48%. This is roughly in line with past performance where the average level of achievement has been around 53% A/A* in Literature and 46% in Language. Our 'pass' rate is about 98%.

Our A level English Literature results have been outstanding, with 93% A*/B in each of the past five years and in the first year of the new A levels we achieved 77% A*/A. The average cohort is between fifteen and twenty students.

The Language and Literature results have been sound with a 47% A*B rate over the past three years. The cohort is considerably smaller and, as a consequence, there is greater statistical variation.

The Head of Department is responsible for:

- High standards of teaching and learning within the department
- Academic performance and improvement within the department
- Promoting a departmental culture of self-review, lesson visits, good practice and support within the school Continual Professional Development structure
- Data Tracking of Pupils and performance management
- Monitoring marking and assessment within the Department
- Delivering and reviewing the overall English curriculum
- Production of all schemes of work and self-evaluations
- Attending meetings of the Heads of Department
- Public examination entries and procedures including NEA
- Managing the departmental Budget
- Organisation of departmental teaching allocations in liaison with the Academic Deputy Head
- Organising the setting and marking of the annual school entrance exam paper and marking occasional entrance exam papers during the year
- Attending the annual East Midlands Group meeting of Heads of English of local independent schools
- Maintaining a full awareness of specification developments and disseminating this to the Department

The Curriculum

At Key Stage Three students have three lessons a week to cover all aspects of English Language and Literature. Each year starts with a thematic course and will subsequently cover all areas of the subject including texts from all three genre. 'Common Tasks' are completed by all students at the end of each unit of work which means that all areas of the course are formally assessed.

Students then follow the AQA GCSE specifications in both Language and Literature. Students are placed in sets at this stage but the form of this setting varies from year to year, depending on the overall ability profile of the cohort.

In the Sixth Form two options are available: English Literature (AQASpec A) and English Language and Literature (OCR).

Super curricular activities

The Department runs regular trips from theatre visits to residential trips to the Battlefields of Belgium and to Bronte country. We also invite speakers to visit the school, including novelists, poets and journalists. The Department runs various competitions, most notably the Poetry by Heart competition in which we have had national finalists in two of the last three years. We have a very active Literary Society which runs a fortnightly series of student-led sessions. We also work closely with the Library which has a very successful 'Kimbookworms' group for Key Stage Three students.

Each year the Head of Department, in consultation with the librarian and the Headmaster, chooses a book which is given to all members of the school community at the end of the academic year, to be the basis of discussion, assemblies, extension lessons etc the following year. Choices have included, 'The Book Thief', 'Wonder', 'The Number One Ladies' Detective Agency' and 'Nation'. The writers of these books, including Sir Terry Pratchett, have visited the school to run workshops.

The Department enjoys a generous budget and is able to refresh its book stock regularly.

The Department runs a regular series of Masterclasses on Saturday mornings to children in local primary schools. The current Head of Department does not run these but has taught them on an occasional basis and this could be explored further if desired.

The Department meets weekly before school to discuss routine and student matters and there is a strong culture of mutual support in the Department with the sharing of resources, lesson observation etc.

General

Kimbolton School prides itself on its excellent examination results, progressive thinking about teaching and pastoral programmes and a very strong extra-curricular programme. All staff are expected to be involved in the extra-curricular element of school life. Opportunities abound in sport, music, drama, outdoor pursuits, CCF and myriad clubs and societies.

There is a competitive salary scale and the successful applicant would be placed at the appropriate point on this scale, dependent on their experience and qualifications. Accommodation may be available for the successful candidate.

Personal Profile:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ○ Graduate level with good degree in subject area ○ Postgraduate teaching qualification including Qualified Teacher Status ○ Evidence of ongoing professional development 	<ul style="list-style-type: none"> ○ Evidence of further relevant professional development in management ○ Post-graduate qualification
EXPERIENCE AND SKILLS	<ul style="list-style-type: none"> ○ Track record as an excellent classroom teacher with a passion for the subject ○ Excellent subject knowledge ○ Evidence of initiative in improving performance ○ Ability to use and manage data in performance analysis and target setting ○ Proven strong A Level experience and results record 	<ul style="list-style-type: none"> ○ Awareness of teaching theory and practice ○ Experience of Oxbridge applicant preparation
PERSONAL QUALITIES	<ul style="list-style-type: none"> ○ Enthusiasm for the subject ○ Strong communication skills ○ Ability to motivate and inspire others – pupils and staff ○ Sound judgement and decision making ○ Commitment to the use and development of technology ○ Appreciates and reinforces the need for Safeguarding and respects British values (Prevent Duty) ○ Energy and commitment ○ Organised, punctual, and efficient in organising their workload and managing their time effectively ○ A willingness to play a full part in the extra-curricular life of the School ○ A sense of humour and perspective on life 	

Method of Application:

Applicants are asked to complete the Kimbolton School Application Form, supported by a letter of application and Curriculum Vitae. An emailed application is acceptable.

Applications should be returned to:

Jonathan Belbin, BA, FRSA,
The Headmaster
Kimbolton School
Kimbolton
Huntingdon
Cambs PE28 0EA

Email: headmaster@kimbolton.cambs.sch.uk
Telephone: 01480 862204

The closing date for applications is: 9.00am Wednesday 15th November 2017

Interviews: Thursday 23rd or Friday 24th November 2017 whereby invited candidates will be expected to teach a lesson.

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.dbs.gov.uk. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy is can be found on the website www.kimbolton.cambs.sch.uk/policies.