

**Head of Teaching and Learning / Head of English**

**Post:** Head of Teaching and Learning / Head of English

**Responsible to:** The Director of Studies

**Overview:**

This is a key position within Handcross Park.

The role demands a commitment to ensure a very high standard of teaching and learning within the school through consistent and supportive monitoring of staff. This innovative approach will lead to the overall academic development of our pupils.

The applicant will possess exceptional people skills together with energy and enthusiasm and the willingness to go ‘the extra mile’.

The Head of Teaching and Learning will also be a member of the Senior Management Team as well as a member of the teaching staff. As Handcross Park is part of the Brighton College Family of Schools, it allows teacher opportunities to collaborate and work with staff within the Group.

**Key Responsibilities**

**Head of Teaching and Learning:**

* To monitor teaching and learning across the whole school
* To liaise with the Director of Studies, regarding the assessment results of all children in the school; enter the data where appropriate and track to pupils’ progress in line with their examination results
* To develop and maintain Personal Learning and Thinking Skills Curriculum
* To develop opportunities to share best practice through the organisation of Teachmeet
* A clear understanding of ISI Inspections and preparing the teaching staff to deliver ‘excellent’ lessons
* To carry out regular book scrutinies in Years 3 – 8, ensuring there is clear progress and that all academic policies are being adhered to by staff and to report back to the Senior Management Team
* To assist the NQT Mentor with mentoring NQTs and trainee teachers (ITT)
* To develop a regular but informal process of peer observation within departments
* Advise the SMT on INSET needs and to organise effective teaching and learning, CPD and INSET training for staff throughout the year
* To guide and work with the Head of Able, Gifted and Talented and Head of Enrichment to ensure the programme benefits those on A, G and T register
* Participate in school functions such as Open Mornings and Parents’ Evenings
* Work with Director of Studies on necessary administration
* Develop links within the Brighton College Family of Schools and encourage departments from Brighton College Prep School, St. Christopher’s and the Brighton College Lower School to discuss and share best practice
* To oversee the introduction of new ICT strategies in the classroom
* To ensure that good standards of teaching are encouraged and maintained and a culture of excellence is created amongst the teaching body
* To ensure that the School’s 10 Core Themes are embedded into the teaching curriculum and those teachers integrate them into their planning
* To embed a culture of creativity and risk taking in the classroom coupled with the development of independent learners
* To teach a specialist subject area to a high standard.
* To contribute to the academic progress, discipline, standard of behaviour, manners and dress of pupils in the School
* To attend all relevant meetings.
* To ensure that academic policies follow those general policies developed by the Deputy Head (Pastoral)

**Head of English:**

* To provide strong and caring leadership that results in an English Department which provides first class teaching and learning opportunities for pupils and staff.
* To lead the department to the highest standards of professionalism as a role model for colleagues and pupils across the School.
* They will be a reduced timetable for this position
* To instigate and develop an innovative approach to English that will stimulate all pupils in the School to achieve their full potential.
* To ensure the delivery of high quality provision in all curricular and extra-curricular activities.
* To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupil.
* To prepare selected pupils for Scholarship Examinations for their senior schools.
* To work within the English Department budgets, liaising with the Bursar and Headmaster.
* To celebrate pupils’ work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
* To help coordinate the resources of the English Department.
* To maintain high levels of communication with parents.
* To ensure that the statutory requirements of the Common Entrance and Common Academic Scholarship Curriculum are met and that pupils are prepared for these examinations.
* To seek and develop opportunities and initiatives to promote the Department in the School
* To ensure that the statutory requirements of the National Curriculum are met and to remain abreast and up to date with the developments in the National Curriculum
* To assess the performance of pupils and record their development, progress and attainment, using this to plan for future learning
* To contribute to and keep updated a departmental handbook
* To implement school policies and practices
* To set tasks for whole class, individual and group work, including homework, which set appropriate and challenging expectations for pupils’ learning, motivation and presentation of work
* To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
* To plan teaching to achieve progression in pupils’ learning through identifying clear teaching objectives and content, appropriate to the pupils and subject matter
* To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
* To assess, record and report on the development, progress and attainment of pupils
* To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships
* To assist in the rich and varied extra-curricular life of the school
* To establish a safe environment that supports learning and where pupils feel secure and confident.
* To oversee annual requisition of resources in relation to the departmental budget and School Development Plans
* To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate
* To attend parent consultation evenings
* To attend and support whole-school functions, including occasional weekend events
* To assist in the induction of new members of staff within the subject area
* To cover for absent colleagues
* To promote and safeguard the welfare of children and young people
* To be responsible for the well-being of the pupils in your care
* To share in the corporate responsibility of the pastoral care, well-being and discipline of all pupils at Handcross Park School
* To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times
* To comply with, and adhere to, agreed whole school policies and the ethos of the school
* To be a Form Tutor
* To be involved in day and residential trips where necessary
* To carry out other duties that may reasonably be required by the Headmaster

**Promoting Safeguarding and welfare of children and young persons**

* Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with pupil needs as appropriate during the school day.

This job description is not necessarily a comprehensive definition of the role and the Head of Teaching and Learning / Head of English may be directed to undertake other such tasks or duties which may reasonably be given to them by the Headmaster. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

**Person Specification:**

**The successful applicant needs to have the following skills and qualities:**

* Education degree (or equivalent certification) in relevant subjects
* Qualified teacher status
* Experience of Head of Department would be preferable.
* Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people
* A commitment to the subjects
* Enhanced DBS checks
* Excellent classroom practice with understanding of high quality teaching and learning.
* A commitment to comprehensive and inclusive education
* Ability to demonstrate awareness of recent subject developments.
* Effective organisation and administration skills.
* Knowledge and understanding of assessment.
* Experience of monitoring and evaluation procedures relating to the work of pupils.
* Experience of implementing differentiated teaching strategies.
* Work collaboratively and supportively with colleagues within school and with colleagues in other organisations.
* Respect and value the different experiences, ideas, and backgrounds others can bring to work and to teams.
* Ability to work effectively both as part of a team and also independently.
* Lively and creative personality.
* Clear understanding and use of ICT in day-to-day teaching.
* Commitment to the values of the school.
* Commitment to the wider aspects of school life.
* Strong interpersonal skills.
* Demonstrate understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.
* Demonstrate emotional resilience in working with challenging behaviours of children and adults.
* Empathy for pupils, parents, staff and the community.
* A sense of humour and “can-do” attitude.
* Commitment to ongoing personal and professional development.
* Effective management of commitments and deadlines.
* To have and nurture good and effective relationships with staff, pupils and parents.
* A generosity of spirit and a willingness to contribute to the extra-curricular life of the school.

**Other Duties and Responsibilities**

* To share any specific areas of expertise which would be beneficial towards the running or development of the school.
* To be an active member of the staff room.
* To participate in the general day to day activities of the school as a whole and undertake a share of staff duties. All staff are expected to attend assemblies, whole school staff meetings, parents’ evenings, Open Days and INSET days as required by the Headmaster.
* To carry out such other duties as are reasonably assigned by the Headmaster.

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# Applications

A brief letter of application, a completed and signed application form, should be addressed to the Headmaster, Richard Brown, as soon as possible.

The Deputy Head Operations, Ant Falkus would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted at the School on 01444 400526 or on email – [afalkus@handxpark.com](mailto:afalkus@handxpark.com)

Details of the post and application forms are available on the school web site – [www.handcrossparkschool.co.uk](http://www.handcrossparkschool.co.uk) or from the Bursar’s PA, Mrs Lynne Adsett-Knutsen - ladsettknutsen@handxpark.com Tel : 01444 400526.

**Other:**

* During term time lunch is provided and Supper if evening duties are required.
* Contributory pension scheme.

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# About the School

**Handcross Park is a thriving, co-educational day and boarding prep school located near the A23 in West Sussex. It is forward thinking and innovative as well as being a Google teaching school. The pupils are fully engaged in the teaching and learning process. The school is also a member of the Brighton College Family of Schools and takes children from the age of two and prepares them for Common Entrance and Scholarships at Year 8 (13 years of age). Our pupils leave after Year 8 and attend Brighton College and other top senior schools in the country**

The School is set in 50 acres of stunning woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors. A number of exciting developments are being planned, which is attracting a great deal of interest from prospective parents. The Headmaster, Richard Brown, arrived in September 2016 and is leading the school through this exciting transition. We follow a Monday to Friday teaching routine, with full boarders staying for an activities programme during the weekends. We operate one Saturday Open Morning a term, but also provide representation at the Brighton College Open Mornings for potential boarders in Years 7 and 8.

We are exceptionally well resourced with our own All Weather pitch, sports hall , indoor swimming pool, ICT suite, stand-alone music department, specialist teaching classrooms, boarding house, stand-alone Pre-Prep and extensive grounds.

The approach to teaching and learning is exciting, progressive, and challenging and is focused upon our Ten Core Themes. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, and standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

