

## **HEAD OF ENGLISH REQUIRED FROM SEPTEMBER 2019**

### **The School**

St Gabriel's is an independent forward thinking day school (GSA/IAPS) with traditional values. St Gabriel's, founded in 1929, is for girls aged 6 months to 18 years and boys aged 6 months to 11 years.

Our school is located in the spectacular setting of Sandford Priory, to the south of Newbury, and occupies a beautiful Grade 1 listed building in 54 acres of parkland landscaped by "Capability" Brown, which provides a gracious setting in which to work.

St Gabriel's pupils thrive through strong, effective pastoral support; our broad curriculum and range of activities afford each pupil the opportunity to enjoy success according to their particular talents. St Gabriel's is no ordinary school; parents are always impressed by the sense of purpose and enthusiasm of the talented, committed staff and the confidence of the extremely happy pupils.

Our passionate staff deliver inspirational teaching and exceptional pastoral care creating a relaxed and friendly environment for learning. Pupils are provided with the opportunities to develop their confidence, talents and potential, enabling them to achieve high levels of success and readiness for the future.

### **The Post**

The Head of English is responsible to the Principal for the management and development of English at St Gabriel's, ensuring that each pupil is positively encouraged to develop their potential in the subject to the full. It is expected that the Head of English will be an inspirational teacher and will establish an ethos of high expectation and enthusiasm throughout the department. The Head of English should be able to provide strong, but consultative, leadership and thus ensure the effective delivery of English throughout the school.

The Head of English will keep up to date with curriculum development and teaching techniques and will advise the Principal as to recommended improvements, amendments or trends as and when necessary.

The Head of English will play a full part in the life of the school community and support its distinctive ethos and aims, ensuring all members of the department and pupils follow this example.

The responsibilities fall into a number of areas:

### **Curriculum, Teaching and Learning**

- To teach, KS3, GCSE and A level English as required by the Principal.
- To ensure the provision of classroom activities appropriate to each year group and ability range
- To prepare, set and mark homework as appropriate for pupils in accordance with the school's Assessment for Learning Policy.
- To monitor the quality, quantity, regularity and challenge of all homework set within the English department.
- To monitor standards of achievement through lesson observation and work scrutiny; ensuring that assessment and marking within the department is regular and informative in accordance with the school's Assessment for Learning Policy.
- To set, mark and analyse internal examinations and tests as necessary.

- To oversee GCSE and A level examination entries with subject staff and the Examinations Officer.
- To prepare or oversee the preparation, implementation and regular review of schemes of work that provide a well-coordinated programme of study and ensures pupils can make appropriate progress according to their ability.
- To contribute to &/or organise activities each term that support the school's Challenge & Extension Programme.
- To arrange, or oversee the arrangement of regular extra-curricular visits, clubs and workshops that both support teaching and learning and promote the study and enjoyment of English at St Gabriel's.
- To set, or oversee the setting and assessment of Entrance Examinations in English for all ages in the Senior School and to inform the Principal as to whether each pupil would be expected to make due progress within the school.
- To assist the Principal in identifying Academic Scholars from the 11+, 13+ and 16+ Entrance Examinations.
- To liaise with the Head of the Junior School and Junior School subject staff to ensure continuity and progression.
- To liaise with the Co-ordinator of Individual Needs and ensure that all members of the department are fully aware of pupils' learning difficulties and Individual Learning Plans as appropriate.
- To encourage staff within the department share their enthusiasm and love of English in order to promote further pupils' progress (see Leadership & Management).

### **Leadership & Management**

The Head of English is responsible to the Principal for the effective promotion of the subject within the school at KS3, GCSE and A level. The Head of English will foster professionalism within the department at all times and ensure excellent communication between the department and The Executive. The Head of English attends Heads of Departments' meetings chaired by the Director of Teaching & Learning.

The Head of English will:

- Ensure equitable and effective delegation of responsibilities within the department.
- Draw up departmental policy statements in collaboration with the Principal and develop and review a departmental handbook.
- Submit, agree and maintain the departmental budget annually with the Executive.
- Order textbooks, stationery and other appropriate resources to effectively support the curriculum and promote the pupils' progress according to their ability.
- Agree the departmental Development Plan with the Principal through 'strategic conversations' in annual 'Futures Thinking' meetings and initiate changes and targets which will promote the development of English throughout the school.
- Ensure that all members of the department are familiar with the departmental aims and objectives as agreed with the Executive in the annual 'Futures Thinking' meetings.
- Implement school policies and procedures undertaking Risk Assessments as appropriate.
- Establish, develop and monitor common, effective standards of practice of teaching and learning within the department.
- Analyse and evaluate with the department, performance data in collaboration with the Director of Curriculum and take appropriate action in response.
- Take part in the school's Professional Development Programme and act as a reviewer for a group of staff within the department.
- Support and instigate staff development.
- Make appropriate arrangements for classes when departmental staff are absent ensuring appropriate cover within the department in conjunction with the Director of Curriculum.
- Ensure subject staff display pupils' work effectively, ensure that teaching areas within the department are well organised and space is used to its maximum potential.

- Hold and Chair weekly minuted departmental meetings when information from HoDs meetings will also disseminated and submit minutes to both the Vice-Principal and Principal.
- Assist the Principal and Vice-Principal in recruiting departmental staff and deploy current staff appropriately in liaison with the Director of Curriculum.
- Contribute to the school's recruitment and marketing activities by collecting material for press releases, newsletters and the school website.

### **Pastoral Care and Welfare of pupils and staff**

Pastoral care at St Gabriel's supports the learning, behaviour and welfare of all our pupils. The pupils in our care are individuals and we recognise that every pupil arrives at the school with potential and must be able to succeed in our environment. Each pupil and their parents are therefore entitled to and receive support, which is adapted at every stage of their development according to their needs.

St Gabriel's aims to sustain excellent standards of pastoral care. The school thrives on all staff being courteous to colleagues and providing a welcoming environment to visitors and telephone callers. The school is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of induction.

We promote moral and spiritual values through the quality of relationships between pupils and between pupils and staff; commitment to the care of others remains paramount to the ethos of the school.

The Head of English will therefore:

- Be familiar with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance and report any concerns to the Designated Safeguarding Lead.
- Have responsibility for the pastoral care of a tutor group and contribute to the school's PSHE programme.
- Encourage an ethos of mutual trust and respect between staff and pupils, in an environment that is free from the fear of ridicule.
- Maintain responsibility for the exemplary behaviour of all pupils and support subject staff with any disciplinary problems within the department, in the first instance, before communicating with the relevant Tutor or Head of School, should the need arise.
- Ensure the safety of pupils and staff within the department, on extra-curricular visits and be responsible for the operation of Health and Safety requirements according to school policy.

### **Salary**

St. Gabriel's has its own generous salary scales and the DfEE Superannuation Scheme applies.

### **Method of Application**

Please apply by completing the Confidential Application Form and returning it to Mr Ricki Smith, Principal, St Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD or [exec@stgabriels.co.uk](mailto:exec@stgabriels.co.uk) by Monday, 26 November 2018; interviews will take place week commencing Monday, 3 December.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.