

PANGBOURNE

JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: Head of English

Reports to: Deputy Head Academic

Manages (if appropriate): 5 Teachers

Department: English

Hours per week: Full time as required to fulfil the duties of the role which will include evening and weekend working.
Core Hours: 08.30 – 18.00 Monday to Friday. 08.30 – 16.00 Saturday.

Key working relationships:

Members of the English Department
Senior Management
Teaching Staff
Librarian
Pupils and Parents

Job Summary:

To lead and support the English department in delivering excellent teaching to pupils across the College.

To teach English to a high standard to pupils at all levels of the College, including A level, and to play a part in their wider development by being a Tutor and being involved in the co-curricular programme.

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The Head of Department is responsible via the Deputy Head Academic and Academic Management Team to the Headmaster for:

- The smooth running of the department.
- Overseeing the teaching of English and the provision received by each student.
- Supporting all members of the English department.
- Implementing all relevant college policies.
- Assessing and appraising the annual results, reviewing the departmental performance with the department, and reviewing and resetting goals. Discussing the results with a member of the AMT (Academic Management Team) and producing a written analysis of the procedure.
- Supervising the departmental production and implementation of the rolling five-year development plan.
- Writing and maintaining the departmental handbook, including schemes of work as per the "HoD Expectations"
- Keeping abreast of developments in the teaching of English, including changes in the National Curriculum and the Common Entrance Syllabus, managing changes in exam syllabuses and supervising the training of staff as necessary.
- Keeping abreast of changes in computer hardware and software, and overseeing and encouraging the use of ICT within the curriculum.
- Administration and monitoring progress in literacy including Reading Pro for KS3.
- Liaising with the Learning Support Department to arrange support for students with specific difficulties in English/Literacy.
- Allocating staff to classes, liaising with the Academic Manager.
- Assessing the suitability of students to study A level.
- Appraising members of the English department and identifying INSET needs.
- Holding regular meetings of the department and maintaining a record of the minutes of the meetings.
- Attending Heads of Departments meetings.
- Attending and periodically running '86 group meetings.
- Overseeing setting and maintaining current set lists, and keeping the Academic Manager informed of changes as they occur.
- Making an annual itemised bid for the departmental revenue and capital budget, including cash flow predictions.
- Purchasing textbooks, stationery and all other resources required, within the budget and maintaining an accurate record of expenditure.
- Purchasing books of interest for the library.
- Liaising with the Examinations Officer to enter students for external examinations at the appropriate level.
- Organising lectures and trips appropriate to the curriculum.
- Maintaining and overseeing the displays in the English classrooms and corridor.
- Maintaining the departmental web page.
- Producing a departmental information sheet for Open Days.
- Updating the English inputs in College brochures and liaising with the Head of Marketing.
- Marking and assessing Common Entrance and Scholarship papers.

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- Overseeing the setting, production and marking of school examination papers.
- Maintaining a bank of Entrance tests for different age groups, marking papers when necessary and placing them into sets.
- Maintaining up to date copies of past papers.
- Supervising work set for the lessons of absent colleagues.
- Organising 'Academic Support Clinics'.
- Supporting the professional development of members of the department and writing references for them when required.
- Advising the Headmaster on staffing requirements and on staff appointments.

General Teaching

Duties and responsibilities of all teachers:

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work.
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running Enrichment Sessions'.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities (typical loading for fully qualified teacher is 4 afternoon sessions, including Saturday).
- Complying with health and safety issues within the English Department, reporting any faults immediately.

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Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

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Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

February 2018

