



Pownall Hall School

English Specialist

Job Description

Principal responsibilities

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.

To carry out a share of school duties and extra-curricular activities, where appropriate, in accordance with published schedules.

- a) To participate in appropriate meetings, as necessary.
- b) To participate in appraisal arrangements and professional development arrangements.
- c) To liaise closely with all departments of school through the Headmaster, Deputy Head, Key Stage Coordinators (including Bursary, School Office, Catering and Support Staff where appropriate) to maintain the effective and smooth running of the academic and pastoral life of the school in order to develop and sustain parent confidence.
- d) Together with the Deputy Head, EY Foundation Stage Manager/Head of Pre-Prep, Key Stage One Coordinator, Key Stage Two Coordinator and all colleagues, to ensure that the aims and objectives of the school are fully met and that the Mission Statement is met.

Specific responsibilities

- a) Support for Headmaster and all colleagues
- b) He/she shall maintain an overview of the pastoral systems in Form 6 ensuring a full and balanced programme is available to all pupils.
- c) Work closely with Key Stage Coordinators to ensure continuity across Foundation, KS1 and KS2 and help give direction and provide support for teaching staff in all year groups
- d) Forge and maintain close links with the Head, Deputy Head, Heads of Department and teachers

- e) He/she should be prepared to:
- i) Hold meetings with staff throughout the school to ensure that consultation takes place with regard to 11+ and English development planning and policy making
 - ii) Attendance at meetings of staff to facilitate long-term planning and the balance of the curriculum
 - iii) Working in conjunction with Key Stage Coordinators, to produce and keep up-to-date, online/MIS/cloud based records
 - iv) Aid the completion of the academic timetable in conjunction with the Deputy Head, Key Stage Coordinators and Headmaster, its modification and development where English in F5/F6 is concerned

Teaching

- **Promotion of independent learning**
 - Promotion of key learning qualities through project based learning, Pownall+
 - Lead Business Enterprise projects for Form 6
 - Ensure feedback enables learners to improve their own performance (green pen and stickers)

Curriculum

- **Depth and breadth**
 - Deliver enrichment days and Pownall+ topics in Form 6
 - Help to develop Boddington Theatre Lecture programme - use parent body as inspiration
 - Ensure British Values are weaved into the curriculum
 - Provide outdoor learning opportunities / school visits / policies that link to this for F5/F6
- **Extra - curricular activities**
 - Monitor pupil involvement in clubs, opportunities to perform and achievements
 - Help build number of clubs on offer at school
- **Responsibilities**
 - School roles in Form 6 – help to foster pupil responsibility

Ethos and Values

- **School Ethos**
 - Develop this through assemblies and marketing
- **Personal Development programmes**
 - Develop and embed 'Journey Through Pownall' books in F6
- **Monitoring and evaluation**
 - Utilise school manager to track children's development. Tracking of pastoral development - School Manager - homework completed, appearances on stage, musical events, out of school clubs.
 - Interviews - pupil voice
 - F6 +3s recorded and monitored on School manager - link to reports

Reporting

- Write reports for Form 6 English and include Personal Development targets

Pupil Personal Development

- **Role models – to encourage F6 as:**
 - Anti-bullying Ambassadors, School Council, buddies
- **Initiative**
 - Business Enterprise Course for Form 6
 - Project based learning
 - Promotion of skills through curriculum
 - Time for F6 children to develop ideas and use initiative - charity, summer fair - enrichment days
- **Personal safety**
 - Internet Safety Day for F6
 - Pownall Passport to be enforced
- **Social and moral awareness**
 - Develop work with F6 charities through house and business enterprise work
 - Promote British Values throughout the English curriculum and everyday life at school

Prep School English Specialist and Form Teacher role

- a) Monitor and establish continuity of assessment including the regular MER of the teacher led assessment of pupil progress through INCERTs and any other method employed for MER of pupils
- b) Ensure continuity of assessment and responsive provision within the context of compatibility with National Curriculum criteria and within a movement towards recognition of 11+ /entrance exam to Senior School entry
- c) Help prepare and deliver an English curriculum that will meet the needs of those children preparing to (Form 5) and leaving in Form 6.
- d) Co-direct the annual school production in conjunction with the music department
- e) To arrange with the SENDCO/staff for the administration of tests, and assessments and ensure the recording of these results take place in the pupil profile (MIS).
- f) Through the completion of:
 - i) Providing a statistical analysis of the results of examinations
 - ii) Providing a verbal and written report to parents (formative and summative data included)
 - iii) Providing and maintaining a record of assessment and pupil progress within the National Curriculum Key stages
- g) Make recommendations to the Headmaster/Key Stage Coordinators on the organisation and make up of individual classes and, where appropriate, sets
- h) Identify, together with the SENDCO, Key stage Coordinators and teachers those children for whom:
- i) Extra help is considered appropriate, ensuring that such schemes of work/IEPs are devised that are commensurate with ability