



## JOB DESCRIPTION: HEAD OF ENGLISH

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

<b>Scope &amp; General Purpose:</b>	The position affords a rare opportunity to lead a highly successful department within one of the leading Prep Schools in the country. The successful applicant will possess a strong academic background, at the heart of which is an outstanding subject knowledge. Underpinned by a passionate and dynamic approach, he/she will be inspirational in both their teaching and leadership, and thereby deliver excellence in all aspects of their work. The post would suit an ambitious teacher seeking promotion or a current Head of Department looking for a new challenge within a first-class working environment.
<b>Immediately responsible to:</b>	Deputy Head (Academic).
<b>Responsible for:</b>	Departmental members and teachers of English across the School. Equally, the Head of English works closely with the Deputy Head, (Academic) and the Head of Learning Support, as well as other key stakeholders.
<b>Hours of work:</b>	Full-time.
<b>Annual Leave:</b>	<p>Statutory 20 days annual leave (<i>pro rata</i>) plus 8 Public Bank Holidays to be taken during School Holidays. However, in practice and subject to the below caveat, you will not be required to work throughout the School Holidays.</p> <p>During School Term time (which shall, for the purpose of your Employment Contract, include working days prior to the return and after the departure of pupils) you shall work while the School is in session and at any other time (including during the School Holidays) as may be necessary in the reasonable opinion of the Headmaster for the proper performance of your duties.</p>
<b>Salary:</b>	Competitive; <i>pro rata</i> ; dependent on experience.
<b>Pension:</b>	Auto-enrolment by the School in the <i>Teachers' Pension Scheme</i> or <i>School Stakeholder Scheme</i> as appropriate.
<b>Commencement Date:</b>	1 <sup>st</sup> September 2018.

**Notice Period:**

Two full School terms.

## **Overview**

The Head of English will be responsible for ensuring that the education of the pupils is upheld as a priority and that the highest possible standards in work and conduct are achieved throughout the department. At the heart of their work will be an understanding of how the English curriculum from age 4-13 informs the path to Common Entrance and Academic Scholarship at 13+. The School has an outstanding and proud record of success in preparing children for entry to a number of leading Senior Schools in the country (most notably, but not only, Oundle, Uppingham, Oakham, Eton, Repton, Rugby and Stowe).

## **Key Tasks**

### ***Curriculum***

- The promotion of excellence in all respects, underpinned by the planning and delivery of a curriculum that is rigorous, innovative, creative and reflective of current best practice.
- The teaching of English across the Prep School, with the focal point of preparing pupils for the Common Entrance and Academic Scholarship at 13+.
- The effective assessment, recording and reporting on the progress of pupils, incorporating effective written and verbal communication with parents.
- The promotion and administration of the Accelerated Reading Scheme across the School.
- The promotion and organisation of relevant workshops, visiting speakers and relevant educational visits.

### ***Areas of Management Responsibility***

- To manage and support the delivery of excellence across the department as a whole, ensuring effective liaison with the Head of Pre-Prep and all English-teaching staff.
- To work closely with a wide variety of colleagues – e.g. the Deputy Head (Academic), Head of Learning Support, Form Tutors and Boarding Staff – in ensuring the needs of all children are met in the best possible way.
- To develop and maintain comprehensive departmental Schemes of Work and Curriculum Policies alongside a detailed and accurate Resources Inventory.
- To maintain careful and effective departmental records of pupil progress to ensure highly effective communication with both colleagues and parents.
- The chairing of departmental meetings, the promotion of inspiring subject initiatives and the planning of appropriate individual and departmental INSET.
- The stewarding of the departmental annual budget, liaising closely with all key stakeholders as required.
- The management of the School Library, including oversight of its substantial delegated annual budget for new purchases.
- Attendance at Head of Department meetings and the carrying out of professional duties as a Head of Department as required by the Headmaster.

## ***General***

- The safety, well-being and discipline of all pupils.
- A full part in the life of the School community.

## **Knowledge, Skills and Experience Required**

### ***Essential***

- A passion, energy and enthusiasm for working with children, coupled with an ability to inspire.
- Strong and relevant academic qualifications with an outstanding subject knowledge.
- An excellent classroom practitioner, with evidence from current school appraisals or lesson observations to support this.
- An up-to-date understanding of English curriculum developments.
- First-class communication and organisational skills, coupled with the ability to use technology effectively in enhancing learning.
- Strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- An effective team member, able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities.
- An ability to work under one's own initiative with proven, successful decision making skills.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.

### ***Desirable***

- Experience of or a clear understanding of the requirements of Common Entrance.
- Further interests and skills that allow for a strong contribution to other aspects of life in the School are equally welcome; these include the opportunity to work within the Boarding House.
- A robust and resilient nature, coupled with a capability to work under pressure.

## **Note**

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.