

DURLSTON COURT

Preparatory School

Job Description: Head of English



Durlston Court Preparatory School is situated in a wonderful location at Barton-on-Sea on the edge of the New Forest. The School was founded in 1903, Now, it is a tremendously happy and successful day school for boys and girls aged 2-13.

“Pupils develop high levels of self-understanding, growing into confident, resilient young people who are prepared to take risks, and have huge determination to succeed.”

ISI, 2017

Introduction

At Durlston Court our purpose is to provide a first class Prep School education for every child. We develop happy, confident and successful children who flourish in an inspiring and nurturing environment. Excellence, integrity and challenge are fostered as core values of the Durlston Family. Our children are prepared to engage and thrive in the world of today and tomorrow.

Durlston Court has a long standing reputation for educational excellence, confirmed by the highest inspection rating possible. With the emphasis on an all-round education, we fully prepare each Durlston child for entry into any senior school in the country.

Our pupils come from across the surrounding area including the New Forest towns of Lyndhurst, Lyminster, Beaulieu and Brockenhurst, as well as Ringwood, Christchurch and Bournemouth, and all points in between.



Educational Excellence from 2-13

Our Pre-Prep department (including Kindergarten) provides an outstanding foundation for learning within a nurturing and caring environment. In addition to the dedicated Pre-Prep facilities, our younger pupils regularly visit other areas of the school to use specialist facilities and to be taught by our specialist teachers. As children progress through to the Senior School (aged 7- 13) all children are encouraged to make full use of all of our impressive facilities and specialist teaching including:

- **Forest School** - Pupils enjoy activities such as pond dipping, den building and stick whittling in The Den.
- **Design and Technology Centre** - Complete with 3D printers and laser cutter this facility motivates and inspires pupils through our extended STEM curriculum.
- **Music School** - In addition to class lessons all pupils are encouraged to take music lessons with our team of peripatetic teachers. Pupils develop their confidence during the many opportunities to perform.
- **Art Department** - Complete with its own Ceramics Studio and Art Courtyard, pupils can explore the full range of techniques.
- **Drama Productions** - Impressive performances take place throughout the year. The use of specialist sound and lighting with tiered seating, showcase our many talented thespians.
- **Sport Provision** - Extensive facilities and specialist teachers and coaches enable pupils to develop skills. Daily lessons and regular opportunities to compete instil team spirit and confidence.

Additionally, we have over 50 activities and clubs on offer for pupils. There is something to suit everyone from roller-blading to mindfulness.



Job Description

Job title: Head of English

Reports to: Headmaster and Director of Teaching and Learning

Main Tasks and Responsibilities

Head of Department

- To ensure that a relevant scheme of work is maintained and reviewed regularly and that Departmental policy is implemented
- To manage the Departmental budget effectively and ensure that the Department is appropriately resourced
- To lead members of the department, offering help and guidance when necessary and encouraging their ongoing training and development
- To hold at least one full Departmental meeting per term, submitting minutes of the meeting to the Director of Teaching & Learning, and to the Headmaster
- To liaise with other Heads of Department, the Director of Teaching & Learning, and the Headmaster as appropriate
- To liaise with the Learning Support Unit, ensuring that the needs of all pupils are met
- To communicate with parents and other schools, as applicable
- To produce an annual Departmental Review, to be submitted to the Headmaster and Director of Teaching & Learning by the start of each Autumn Term

Teaching

- To teach English within KS2 and KS3, as timetabled, including preparing pupils for common entrance and scholarship examinations
- To keep appropriate lesson plans and records;
- To monitor and review the progress of pupils through regular assessment;
- To prepare for and attend Parents' meetings;
- To take an active part in the extra-curricular life of the school and its pupils;
- Any other duties as commensurate with the post, that the Headmaster may from time to time ask the Teacher to perform.

Pastoral care

- To share in the corporate responsibility of the pastoral care, well-being and discipline of all pupils at Durlston Court.
- To assume the role of Form Teacher in the Senior School

**Public Relations**

- To be readily and enthusiastically available to Parents, displaying approachability and professionalism at all times.

Other

- To comply with, and adhere to, agreed whole school policies, as set out in the Staff Operating Handbook.
- To oversee the production of an annual Senior School Play

Person Specification

Essential	Desirable
QUALIFICATIONS AND SKILLS	
<ul style="list-style-type: none"> • Qualified teacher • Excellent written and verbal communications • IT literate 	<ul style="list-style-type: none"> • English specialist • Ability to teach Games • Ability to lead Drama
EXPERIENCE	
<ul style="list-style-type: none"> • Relevant English teaching experience 	
HEALTH	
<ul style="list-style-type: none"> • Good general state of health 	
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Inspirational • Approachable • Dynamic • Sensitive • Dedicated • Self-motivated • Friendly • Articulate • Courteous and polite to all • Discreet • Efficient • Punctual • Team Player • Flexible • Sense of humour 	



"A preparatory school prepares a child for the next stage in his or her educational journey. We are proud that we do this so well. We focus on good manners and behaviour whilst promoting tailor-made challenge for each child within the Durlston Family – a cohesive and mutually supportive unit. We look forward to encouraging the mindset and skills that will enable all to flourish post-Durlston. Our children will be ready for the future - any future - and we will be proud of each and every one of them."

Richard May, Headmaster

"Pupils demonstrate high levels of success... in an extremely wide variety of activities including in the creative and performing arts and sport"

ISI, 2017