



Head of English

We are looking to appoint an outstanding candidate to lead our thriving and successful English Department.

Reporting to	The Head and Master over the Choristers
Type of position	Full time
Start date	September 2018

Based on an historic foundation of musical excellence, King's College School is a flexible and inclusive academic environment, and a dynamic and exciting place to teach. We are a caring, family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 35 boys who board, including our choristers. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The English Department

The King's English curriculum adheres to Common Entrance, senior school entrance examination and academic scholarship requirements, as well as the National Curriculum.

Aims of the English Department

- To foster a passion for the subject
- For pupils to develop a love and deep understanding of the richness and diversity of the English language
- To enable pupils to become confident, articulate speakers and active listeners
- To encourage pupils to express themselves creatively and imaginatively
- To promote reading for pleasure
- To promote the enthusiastic and critical reading of a wide range of texts
- To enable pupils to develop grammar, punctuation and spelling skills

The Role

The Head of English is responsible for the teaching and learning of English across the School, ensuring that departmental aims are met and that high academic standards are maintained. The Head of English should seek to inspire a real sense of creativity and passion for the subject for staff and pupils.

In relation to teaching, the successful applicant will:

- Promote excellence in teaching and learning to ensure that each individual pupil fulfils her/his potential and is equipped for life beyond school
- Be fully familiar with the latest Common Entrance requirements, as well as the entrance requirements of those schools for which we may have candidates, including academic scholarship criteria
- Ensure that pupils are guided and supported in achieving learning outcomes
- Provide clear structures for lessons, maintaining pace, motivation and challenge, ensuring effective teaching and best use of available time and resources
- Set tasks and clear targets, which support and challenge pupils as appropriate and ensure high levels of interest and achievement
- Use a variety of teaching methods, including those relating to ICT
- Maintain the highest expectations regarding the presentation of work by students and set the best example through their own personal presentation, including personal appearance, presentation of work/teaching materials and the presentation of written feedback to pupils
- Be responsible for the pastoral care of each child
- Record and report on the development, progress and attainment of pupils
- Keep careful records of pupil progress in line with School policy
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching, in accordance with the School's Marking and Feedback Policy
- Set appropriate tasks and challenges for homework and ensure that these are regularly marked with constructive feedback
- Ensure that there is a high standard of display work in the classroom
- Promote the general progress and wellbeing of individual pupils
- Attend staff meetings and training days

In relation to leading the English Department, the successful applicant will:

- Regularly update the English Department handbook (which includes subject policies, schemes of work and action plans) at least annually, and more often as appropriate
- Manage and maintain the quality and quantity of resources
- Set department assessment tests, including annual examinations, and oversee setting arrangements
- Provide guidance in relation to specific policies so that, for example, British Values are promoted
- Monitor the teaching of English through pupil exercise book scrutiny, lesson observations and pupil perception surveys, offering support and advice where needed

- Plan and lead department meetings
- Liaise with other Heads of Department in order to promote a cross-curricular approach to English
- Attend Curriculum Management Team meetings and collaborate with the Deputy Head Academic in shaping academic policy at King's
- Organise educational visits
- Manage the English Department budget

In relation to parents, the successful applicant will:

- Prepare and present informative written and verbal reports
- Communicate and consult with parents of pupils on parents' consultation evenings and on other occasions

Staff Duties

The successful applicant will be required to:

- Carry out playground duties and other School duties as required
- Cover lessons for colleagues
- Carry out a regular evening duty, either in the boarding house or in our homework club, between 16.30 and 18.00
- Carry out a Saturday morning duty (typically lasting around three hours) once a year
- Lead an extra-curricular activity or club on a weekly basis

The successful applicant may be required to take responsibility for a Form.

With regards to health and safety, the successful applicant will:

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment
- Report anything regarding the general welfare and safety of pupils in and around the classroom to members of the Senior Management Team
- Be familiar with the school fire safety procedures and participate in fire drills

With regards to child protection, the successful applicant will:

- Be familiar with our Child Protection Policy
- Attend regular training sessions on Child Protection issues – a record of attendance is kept by the school
- Contact the Designated Safeguarding Lead with any concern about a child at the school and observe the highest level of confidentiality

Person specification

The person appointed will have the necessary experience and qualifications to lead this Department and will promote the highest expectations of professionalism. Excellent standards will be expected, as well as efficient administrative skills. A sense of humour, the ability to remain calm in a crisis and excellent interpersonal skills are all essential.

Essential

- Degree in English
- Outstanding written and verbal communication skills
- Excellent organisational skills in planning and delivery of a bespoke and very creative curriculum
- Competent in the use of ICT
- Willing to work as part of a team
- Willing to play an active part in the School community
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities

Desirable

- Current driving licence

Benefits

The successful candidate will receive a highly competitive salary according to skills and experience and based on Teacher pay scales. The following benefits also apply:

- Lunch provided when on duty during term time
- Generous holiday entitlement
- Teachers' pension scheme
- Staff health scheme
- Childcare Voucher Scheme
- Cycle to Work Scheme
- University discount card
- Use of School sports facilities

Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the application form, together with a handwritten letter of application, by 5pm on Monday 26th February 2018 to Mrs Yvette Day, Head & Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: office@kcs.cambs.sch.uk. Interviews will be held on Friday 9th March 2018.