



Head of English Recruitment Specification

The Context:

Knightsbridge School, established in 2007, educates 400 children between the ages of 3 and 13. We bring a fresh approach to prep school education, combining an approach to school life around our KS Code with academic rigour in a warm, friendly environment.

The Head of English is responsible to the Deputy Head, Academic and the SLT for leading the strategic direction and development of the subject and for ensuring the highest standards of learning and achievement for all pupils from Year 1 to Year 8. While we expect the curriculum to broadly fulfil the requirements of the National Curriculum, The Head of English will have flexibility to structure the provision so that it best serves the needs of our pupils.

Benefits of working at Knightsbridge School

- An extremely committed, loyal and happy staff and highly motivated pupils
- A dynamic working environment set in the heart of Knightsbridge
- A highly competitive salary scale
- Membership of the Teachers' Pension Scheme
- A comprehensive CPD Programme
- The opportunity to select and attend relevant training courses including leadership training for all department heads
- Childcare voucher scheme
- Excellent transport links (we are in close proximity to Knightsbridge, South Kensington and Sloane Square Stations)
- Free lunch and refreshments and Friday breakfast

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Responsibilities of the Head of English:

- To be accountable for leading, managing and developing the subject/curriculum area from Years 1 – 8.
- To raise standards of pupil attainment and achievement, ensuring an appropriately differentiated curriculum is delivered and monitored;
- To be accountable for pupil progress and development within the subject area;
- To liaise with the Head of Learning Support to support pupil progress;
- To have oversight of English teaching and learning across the whole school;

- To liaise with the Heads of Section and Deputy Head Academic to ensure that schemes of work are age appropriate, align with other subjects and ensure appropriate progression for all.
- To develop and enhance the teaching practice of others.
- To oversee day-to-day management and leadership of the department;
- To actively monitor and follow up pupil progress;
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Data Protection, Safeguarding, Risk Assessments etc. ensuring that all policies and practices, throughout the department are in-line with requirements and are updated where necessary;
- To keep up to date with and respond to developments in the subject area and teaching practice and methodology;
- To promote teamwork and to motivate staff to ensure effective working relations;
- To establish the process of the setting of targets within the department and to work towards their achievement;
- To contribute positively to the CPD procedures of the school and your departmental staffing;
- To disseminate information from HoD meetings;

Key Attributes

The successful candidate will:

- Uphold and exemplify the KS Code
- Be degree educated and a qualified teacher
- Be an experienced teacher,
- Have good knowledge and understanding of teaching and learning at Key Stage 2 and Key Stage 3
- Be confident and competent at liaising and working collaboratively with colleagues, parents and external bodies, including giving presentations.
- Have strong organisation skills
- Have excellent written and spoken English
- Be skilled and comfortable, multi-tasking in a busy, and sometimes unconventional environment
- Be a proven team player
- Be committed to the safeguarding of children.

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