

JOB DESCRIPTION

Head of English

Responsibilities:

- Teaching subject in Upper School, including preparation for scholarship and CE
- Co-ordination of subject throughout the school by regular liaison with all other staff involved in the teaching of that subject, other Heads of Department and the Learning Support department.
- Preparation of scholars for General Papers.
- Regular updating of schemes of work and review of policy documents. Monitoring national developments in the subject.
- Curricular development of subject and monitoring of teaching and learning throughout the school.
- Promotion of reading and writing throughout the school.
- Regular liaison with librarians, purchasing library books and organising book fairs.
- Liaison with senior schools to monitor requirements for CE and scholarship.
- Record keeping and monitoring the use of records to inform planning
- Continuing development of subject within the school and of cross-curricular links in liaison with other staff.
- Continuing professional development through regular inset by self and other members of the department.
- Ordering, maintaining and updating resources for subject.
- Overseeing constructive use of ICT in teaching subject throughout the school.
- Acting as personal tutor as required.
- Organising the production of 'Scripta Legenda'
- Assistance with preparation of the school's public speaking, debating and quiz teams
- Preparation of readers for special school occasions (eg. carol service)

Other:

- ∞ acting as a tutor to senior pupils and boarders as required.
- ∞ participating in the supervision rotas for break times and lunches and evening duties.
- ∞ offering general assistance with extra-curricular activities such as plays and concerts.
- ∞ running an after-school club.
- ∞ being attached to a House

Revised: March 2018
Review Date: February 2020