



KIRKHAM GRAMMAR SCHOOL

HEAD OF ENGLISH

CONTRACT TYPE: FULL TIME

SCALE: (MPS/UPS)

BACKGROUND

Kirkham Grammar School is an independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has 600 pupils in an age range of 11 - 18 years. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

The English Department is a lively and successful part of Kirkham Grammar School. There are six experienced and committed teachers, including one teaching a part-timetable and one with a whole-school position of responsibility.

At Key Stage 4, English Literature and English Language are currently taught to the Edexcel International GCSE for UK Schools Specification, and results are always high for this strong department. At A-level, candidates for English Language and English Literature are taught to the Edexcel specification for both subjects.

The department offers a wide range of enrichment opportunities, and prides itself on its success in communicating the enjoyment of reading (in partnership with the Academic Librarian) and writing in a disciplined atmosphere of mutual respect.

ROLE

To lead the English Department and to form an effective team to facilitate the pupils' learning in this subject. Within this broad aim the Head of Department will play a vital role in the professional development of colleagues and the promotion of English within the school, including the management of change and the striving for continued improvement in standards of teaching and learning.

RESPONSIBILITIES

- To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide the Headmaster and Senior Deputy Head with a copy of the notes of departmental meetings.
- To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the department handbook.
- To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the examinations officer as necessary over external examination entries.
- To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed. To be responsible for the day to day management of all members of the department.
- To monitor and assess the work of the subject through the staff development and appraisal programme, and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To offer support and advice to members of the department and encourage their professional development.
- To regularly monitor the work of department members, ensuring that they are following the correct syllabi and adhering to policies, including marking, and schemes of work and observing their teaching.
- To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles.
- To produce an annual examinations analysis and department review.
- To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date.
- Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting
- To ensure that the department is up to date with the implementation of school policies including SEN and Most Able Pupils.
- To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.

- To promote teaching and learning styles which stimulate pupil interest and involvement in learning (including the use of new technologies).
- To represent the department at HoD Cluster Meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through this and other means as appropriate. To disseminate relevant information to members of the department.
- To encourage appropriate links across the curriculum, between departments (Drama in particular) and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department (public speaking, debating, Olympiad, organisation of visits/events).
- To organise and manage the department budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration.

PERSON SPECIFICATION:

- Must be educated to degree level.
- Hold the relevant teaching qualification.
- Set high expectations, which inspire, motivate and encourage pupils.
- Promote good progress and outcomes for pupils.
- Demonstrate good curriculum and subject knowledge.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessments.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.

Salary: Teachers' Standard National Pay Scale, according to qualifications and experience, plus Kirkham allowance.

Closing date for applications: Friday 24 January 2020 at 12.00 pm

Interview date: Thursday 30 January 2020

Applications:

By application form and supporting letter/CV to:

Mr D H Berry
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

D H Berry
Headmaster

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

*Kirkham Grammar School is committed to safeguarding
and promoting the welfare of children and young people*

January 2020