

Head of English Job Description 2018

Required for January 2018, an experienced and well-qualified teacher able to lead and develop English, both as a taught subject and across the curriculum in a wider sense. The Head of English will be an inspirational man/woman who will be able to promote English as a career/university course, as well as promoting the subject across the curriculum. The successful candidate will have taught English to A-level and will preferably have experience at Head of Department level.

The College currently has 125 students on roll (approximately 90 in the sixth form). The College is a member of ISA and is inspected by ISI. The recent successful Compliance Report is available on the ISI website. The College is expanding and this is an exciting time to join the staff.

The College offers an attractive salary package for this position which includes the Teacher's Pension Scheme.

The English Department currently comprises the Head of department and English is an important subject within the College.

GCSE (English)

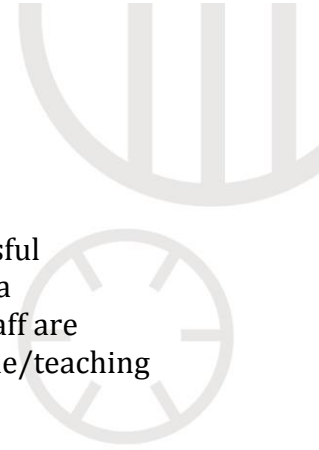
Currently there is a year 9, 10 and 11 with one group of students following intensive GCSE courses over one year. The classes are small with 5-12 students in a group. The College is currently teaching Edexcel and Cambridge syllabuses.

Results in English have been consistently strong, with 94% of students attaining A*-C in 2016 in English Literature, and 100% doing so the year before. Results in English Language have also been strong, averaging over 75% A*-C over the last three years.

A Level (English Literature)

At A-level, English Literature follows the Edexcel syllabus. Classes are small, with approximately 5 students. English has enjoyed a 100% pass rate at A Level over the last 6 years, and regularly attracts students who wish to pursue a career in law or journalism.

As Head of English, it is envisaged that the successful applicant will raise the profile of English careers and university courses, as well as promoting the importance of the subject across the curriculum.



Full time teachers are expected to enter into the full life of the School. The successful candidate will also take on the role of Personal Tutor and become responsible for a group/form of students. Classes run from 8.50am to 5.30pm Monday to Friday. Staff are expected to be in College for 38 hours per week, of which 25 hours are contact time/teaching time.

The various responsibilities are detailed below under the relevant headings.

DEPARTMENTAL HEADS' RESPONSIBILITIES

Heads of Department are responsible to the relevant member of the BoS (Director of Studies) for the smooth and efficient running of their department(s). Their responsibilities can be summarised in the following areas:

Management of staff:

In general, Heads of Department should endeavour to create a department in which all members of staff feel valued and encouraged to do their jobs to the best of their abilities. While ultimate responsibility for decision-making on departmental matters lies with the Head of Department, it should be recognised that good practice requires consultation with staff about all matters which affect how or what they do.

Administration/Organisation:

A Head of Department should ensure that the administration/organisation of the department is such that it can operate efficiently and safely. Wherever possible, HoDs ought to delegate areas of responsibilities to other colleagues within the department where this allows, however, ultimately responsibility for their implementation lies with the Head of Department.

A Head of Department at Ealing Independent College is expected to:

1. Report to the Director of Studies, keeping an accurate departmental file*.
2. Maintain a detailed understanding of their curriculum area.
3. Plan courses to be taught through detailed schemes of work. These should include a schedule of practical work and controlled assessment/coursework where relevant.
4. Obtain resources for these courses and ensure they are being used.
5. Keep syllabuses and schemes of work and resource packs up-to-date.
6. Monitor pupil progress – follow up inadequate work/work not submitted in conjunction with personal tutors.
7. Prepare pupils for public examinations to ensure they achieve the best of which they are capable, and discuss strategies to enhance examination performance.
8. Keep abreast of the subject and in particular toward planning re. syllabus changes

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9. Liaise with the Director of Studies regarding staff issues.
 10. Ensure internal examinations are set in accordance with directives and make the examination entries at the appropriate time.
 11. Heads of Department are expected to monitor their own professional development, as well as that of subject staff within their department, and ensure that subject and teaching skills are progressing from year to year.
 12. Be familiar with coursework deadlines and manage staff accordingly to ensure these deadlines are met.

*This will contain minutes of all departmental meetings; schemes of work; books issued; lesson observation reports; pupil tracking and target grades.

PERSONAL TUTOR:

1. Registration of tutees daily at 13.50, or 8.40 and 13.50 if a GCSE tutor, and recording registration of tutor group in event of fire evacuation
2. To meet during the designated period in the week with the tutor group.
3. Attend assemblies and develop the theme(s) presented at assembly.
4. To monitor the academic progress of tutees. Keep appropriate records.
5. Liaise with the DoS/Vice Principal/subject teachers about concerns over tutees' progress.
6. In conjunction with academic departments ensure remedial action is taken over tutees' inadequate work.
7. Meet with parents when this is necessary, but only after consultation with the DoS/Vice-Principal.
8. Write the UCAS reference (if appropriate).
9. Write 'summary' progress reports at each reporting session.
10. Raise concerns about tutees at the daily break meeting (10.50) and/or to Vice Principal (Pastoral)/ Designated Safeguarding Lead.

Ealing Independent College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Closing date: Friday 1st December 2017

Interviews to be held as soon as possible after.