

KILGRASTON

JUNIOR YEARS · SENIOR · SIXTH FORM

Title:	Head of English
Reports To:	Deputy Head
Salary:	Mainscale plus Head of Department Allowance

Background

Kilgraston School is an independent boarding & day school for girls from 5-18, based in Bridge of Earn, Perthshire, Scotland. It has extensive grounds and facilities, including swimming pool, all weather tennis courts and an equestrian centre.

Kilgraston is a multi-faith school, with predominant focus on Roman Catholicism and a member of the Sacred Heart worldwide network. At the heart of the Kilgraston ethos is its focus on the concept of the whole person, through the five Sacred Heart goals: a living faith, personal growth, intellectual values, building community, and active social awareness. All staff appointed to Kilgraston are expected to be in sympathy with our ethos.

All teachers appointed to Kilgraston are expected to contribute fully to the co-curricular and pastoral life of the School. This may include evenings, Saturday and or Sunday duties. The richness of the school depends upon teachers who, for example, take pupils to concerts, trips to the theatre, volunteering in the community, further education visits amongst many other events. Clubs are run after school and fixtures take place in the main on a Saturday morning. The School expects its teachers to contribute whole-heartedly to school life by drawing upon their own interests and enthusiasms.

Main Responsibilities

- To manage, develop and to take direct responsibility for the provision of English in the Senior School.
- To liaise with the Junior School to ensure best practice throughout the school (5-18) with particular input and development of senior Prep English skills, progression and content.
- To work with the Head of Junior Years in managing transition from Junior Years to the Senior School.
- To manage English staff within the Senior School.
- To ensure informative and regular contact with the parents of girls who study English.
- To ensure excellent communication with parents, pupils and staff.
- Lead and coordinate literacy programmes across the whole school.

- Participate in the activities programme, in particular debating and poetry society.

Teaching and Learning

- Support teachers in the identification of the most effective teaching approaches.
- Monitor teaching and learning activities to ensure they meet the needs of pupils.
- Identify and teach study skills that will develop a pupils' ability to work independently.
- Liaise with other schools and Kilgraston School Admissions to ensure continuity of learning when pupils transfer.

Improvement Plan and Policies

In consultation with the Deputy Head and other members of the Senior Management Team draw up and revise regularly the following:

- A clear Teaching and Learning policy.
- A clear assessment policy for the identification of pupils with additional support needs, for setting and for the identification of gifted and talented.

Recording and Assessment

- Develop understanding of learning needs and the importance of raising achievement for all pupils.
- Set targets for raising achievement in English for all pupils.
- Collect and interpret assessment data.
- Maintain and enhance systems for identifying, assessing and reviewing English teaching.
- Update the Deputy Head on the effectiveness of the provision of English for all pupils
- Work with Deputy Head and Learning Support staff to monitor and support alternative assessment arrangements.
- Keep parents and guardians informed about their child's progress through regular reports, parent meetings and appropriate communication.

Leadership

- Encourage all members of staff to recognise and fulfil their responsibilities for literacy.
- Provide training opportunities for English department staff.
- To develop the use of ICT within the department, consistent with the school's ICT strategy.

- Monitor the quality of teaching and learning and disseminate good practice in the teaching of English across the Junior Years and Senior School.
- Develop links with other professionals, agencies, governors and neighbouring schools.
- Liaise with Learning Support with respect to any specific Additional Support Needs issues or developments.
- In line with school policy attend review meetings.
- Act as team leader for the performance management of English teaching staff.
- Undertake appropriate and agreed continuing professional development.

Budgets and Resources

- Identify resources needed to meet the needs of all English pupils.
- Advise the Senior Management Team of priorities for expenditure and manage the English department budget.
- To have the day-to-day responsibility for all English resources in the senior school.
- To coordinate the use of English resources within the school in liaison with Junior Years teachers to maximise their use.

Public Relations and Liaison with Parents

- To be the first point of contact for parental queries and enquiries about English matters in the school.
- To encourage and foster good lines of communication with parents in relation to English.

Committees and Meetings

- To attend meetings with the Deputy Head relating to English matters.
- To attend staff meetings, briefings etc and keep colleagues informed of English matters.
- To report regularly to the Deputy Head.