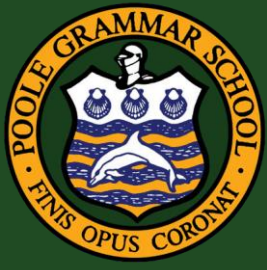




POOLE GRAMMAR SCHOOL



HEAD OF DEPARTMENT - ENGLISH
INFORMATION PACK



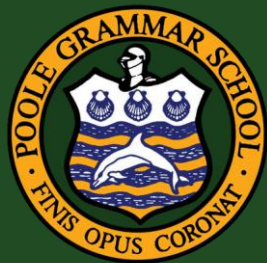
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Job Description – Head of Department English

For September 2020

MPS/UPS

TLR 1C £12,412

The responsibilities of the postholder will include the following areas:

Curriculum

- Ensure that the schemes of work for the delivery of the English curriculum for pupils from Years 7 – 13 are in place and are appropriately challenging and impactful
- Ensure the provision of an appropriately broad, balanced, relevant, differentiated, coherent and cohesive curriculum for pupils, in accordance with the aims of the school and the curriculum policies of the Governing Body and Headteacher
- Teach English (Language and Literature) from Year 7 to Year 13 in a manner appropriate to students' ages and abilities
- Promote A Level English courses to potential students, e.g. through open evenings etc
- Keep an oversight and actively monitor and record student progress in accordance with departmental and school policies
- Oversee progress across year groups for parity of experience and progress and design intervention programmes as appropriate
- Organise effective departmental meetings, with agendas and pass copies of agendas and meeting notes to the SLT as appropriate
- In conjunction with the Exams Officer, be responsible for the entry of pupils for public examinations
- Co-ordinate contributions to the development intranet and internet pages
- Keep an oversight of the work and progress of students, especially those who are gifted or have specific learning needs using appropriate data.
- Maintain professional skills through INSET and CPD programmes
- Keep the SLT apprised of developments in English from Key Stage 2 to Post 16 and beyond
- Work collaboratively with colleagues to formulate and deliver aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and the aims and objectives of the School Development Plan

Examinations

- Ensure that scheduled internal examinations/assessments are set and marked, and results collated and evaluated.
- Ensure, after consultation with colleagues, that pupils are entered for the correct syllabuses and external examinations.
- Check Exam Board "set book" lists, or other criteria, for the year in question.
- Distribute all information from the Examination Board to all who need to know and ensure that staff read examiners' reports.
- Ensure that appropriate revision programmes are devised for pupils in preparation for examinations.
- Ensure that pupils are well briefed on the requirements and structure of the various examinations.
- Ensure that all coursework/controlled assessments is correctly applied, completed, assessed, recorded and stored and that proper internal moderation procedures are carried out.



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Staffing

- In consultation with the Headteacher co-ordinate and make the best use of staff to deliver the English curriculum effectively across the school
- Attend Curriculum Committee meetings and others as appropriate and feedback appropriately to the department
- Be accountable for leading, managing and developing the English department's staff
- Ensure effective and high quality teaching, learning, pupil management, assessment and resource management of the English department takes place
- See that work is set for absent colleagues, particularly when absence is not expected
- Provide training and support during the induction of new staff and trainee teachers
- Co-ordinate and supervise the administrative/technical support within the English department
- Assist with the appointment of members of the English department
- Promote appropriate CPD opportunities amongst all the English department staff
- Develop and enhance the teaching practice of others
- Foster, by example, a spirit of academic enquiry in the department
- Organise effective and sensitive support for colleagues, especially for those new to the department
- Effectively deliver or contribute to the performance management process

Plant and Resources

- Effectively manage and deploy teaching/support staff, financial and physical resources. To take responsibility for producing and monitoring the annual English department budget
- Draw up an annual departmental budget, determining, in conjunction with colleagues, spending priorities
- Ensure that rooms, furniture, equipment, wall displays etc., are maintained to a high standard and keep a proper inventory of equipment, and that resources are stored securely
- Liaise with the Library manager regarding additional library English provision
- Co-ordinate and oversee the production of effective departmental and course handbooks.

Health and Safety

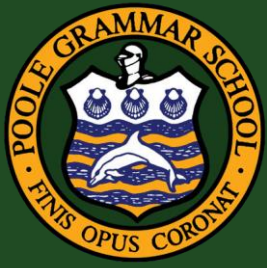
- Monitor and make appropriate recommendations to the Health and Safety policy of the English department
- Be aware of current risk assessments for English activities e.g. fieldwork and be proactive in enacting them

Extracurricular

- Promote extracurricular English within the school
- Promote pupil involvement, including Subject Ambassadors, in leading a relevant club/society in the school
- Promote English to the wider community
- Develop links with local HE/FE institutions and professional bodies
- Contribute to the extracurricular life of the school

Pastoral

- Take part in the pastoral life of the school as a form tutor



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Other Specific Duties

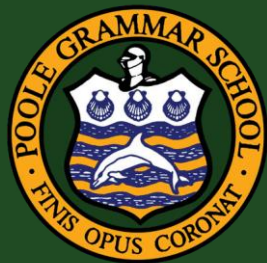
- Contribute to the SLT evaluation of English in line with the Ofsted inspection framework
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description

Responsible to: SLT

This job description is specific to the post of Head of English and additional to the generic job description of a Teacher at Poole Grammar School, which is applicable to all teaching staff – see next page. . However in consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

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TEACHER (Generic Description)

Job Purpose: To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential coupled with raising standards of student attainment and achievement.

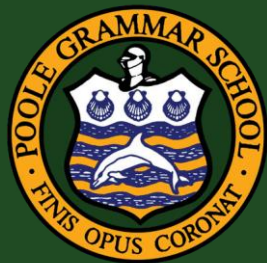
Key aspects of a teaching post are: -

Teaching

- Plan and prepare courses and lessons
- Teach students according to their educational needs' including the setting and marking of work
- Set and evaluate classwork and homework, the latter as per the relevant homework timetable and keep appropriate records of student attainment
- Assess, record and report on the development, progress and attainment and achievement of students, student should receive formal feedback at least once for every five hours of teaching
- Use a variety of teaching methods both inside and outside the classroom which will stimulate learning appropriate to student needs and demands of the specification/scheme of work
- Ensure that ICT, Numeracy, Literacy and school subject specialisms are reflected in the teaching/learning experience of students
- Ensure that all students are set appropriate grades and are tracked accurately against those targets at various points in the year cycle
- Prepare students for public examinations and other examinations as appropriate
- Participate as appropriate in the curriculum enrichment of the school

Pastoral

- Promote the general progress and well-being of individual students of any classes assigned to him/her for example through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on their further education and future careers as appropriate, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with persons or bodies outside the school where appropriate



- Participating in meetings arranged for any of the purposes described above within directed time

Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to the whole school's planning activities e.g. the departmental development plan, staff meetings and ad hoc committees, Year Head meetings etc

Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction and assessment of newly qualified teachers

Quality Assurance

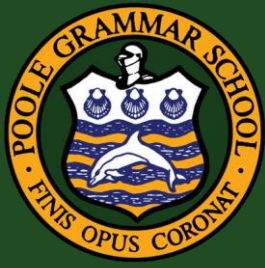
- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Review from time to time methods of teaching and programmes of work

Management Information

- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

Management of resources

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources



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- Assist to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

Discipline and Health and Safety

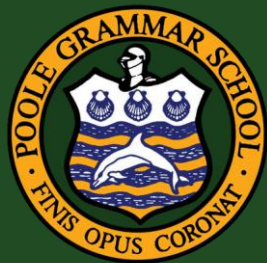
- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities

Responsible to: Head of Department/Year Head/SLT

In drawing up this job description the Headteacher acknowledges his responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

A J Baker

March 2020



Person Specification: English Teacher

Experience

- Exemplary classroom practitioner with supporting data demonstrating good student progress against targets at all levels
- Demonstrate good classroom practice against the national standards in both formal and informal observations
- Teaching English at KS3 and KS4
- Teaching English Language and/or English Literature at KS5
- Knowledgeable of curriculum changes & issues relating to English
- Experience of leading developments in teaching and learning, with demonstrable impact, demonstrating strategic planning and task completion
- Experience of being a team player, of taking a lead role in a team, with good people skills and evidence of the impact of these on raising staff performance
- An understanding of Health and Safety issues relating to English activities
- An awareness of curriculum and cultural issues relating to English and EAL
- Meeting the needs of students with Special Educational Needs and the able and talented
- Awareness and promotion of the use of ICT in the English curriculum
- Pastoral work in a school setting
- Extensive experience in the use of ICT and data to monitor and raise achievement.
- Promotion of school ethos, including participation and or coordination of extra-curricular and whole school activities.

Qualifications

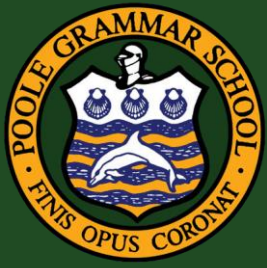
- Good degree in an appropriate English-related discipline
- Qualified Teacher Status

In-Service Training

- Up-to-date subject knowledge and skills reflecting the demands of current specifications
- A continued programme of relevant CPD courses/activities undertaken

Skills

- Excellent subject knowledge, planning and delivery, classroom management and assessment practice
- Evidence of developing, implementing and reviewing schemes of work
- Have an obvious passion for English and use this to motivate and encourage participation in English both inside and outside the classroom
- To think decisively and plan strategically with an ability to share a clear vision for the team, with the skills to engage staff to implement it with enthusiasm
- Good performance management skills with ability to line-manage staff giving meaningful feedback to them, in order for them to improve
- Excellent communication skills with students, parents and adults combined with ability to negotiate effectively and undertake conflict resolution.
- Effective leadership skills with an ability to motivate and inspire colleagues through good communication and excellent interpersonal skills



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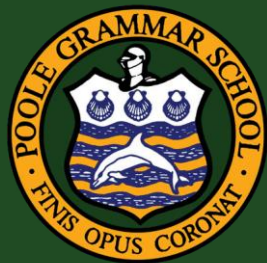
- Be a strong team player and work effectively within a team with skills to motivate staff to be involved in necessary change and school improvement
- Create good and constructive working relationships with staff and other departments to support effective flow of information and best practice
- Ability to work independently, using initiative, sticking to deadlines, juggling priorities and completing tasks accountably
- Ability to contribute to whole school thinking on the curriculum and the processes of teaching and learning.
- Be a role model, promoting the school's values
- An ability to lead and inspire pupils of all abilities
- High order behavior management and administrative skills
- Ability to establish clear expectations and constructive working relationships amongst staff and students
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence

Personal Skills and Qualities

- Professional, approachable and inclusive
- Confidence, tenacity, flexibility and adaptability
- Have a positive attitude, with energy and enthusiasm
- Calm under pressure, reliable and self-motivated
- Sensitivity, fairness, discretion and empathy for students, parents, staff and the community
- Energy and commitment
- A sense of humour and can-do attitude

A J Baker

March 2020



The English Department

Personnel

From September 2020 the department will consist of a Head of Department, a Second in Department and five other teachers, some of whom are part-time. All teachers are English specialists and bring a considerable amount of subject knowledge and expertise to their teaching. The department also maintains strong links with the library and its staff who share responsibility for the teaching of literacy/library lessons for Years 7 and 8. Drama is taught by a subject specialist; however there are still links between the two departments.

Curriculum

From 2013 Poole Grammar School expanded by one year group and moved to a traditional 11+ transfer in line with the Borough of Poole Age of Transfer process. As a result, we currently teach pupils from 11+. All students at Key Stage 3 and 4 study English; they arrive from over 40 Middle and Prep schools. All groups taught are mixed ability and although the school accepts pupils who are notionally in the top **16%** of the ability band, the ability range in English is considerably wider than this.

For GCSE, the department uses the AQA specifications for both English Language and English Literature; all students do both courses.

The department offers English Literature and English Language at A-level. For English Literature we have chosen to follow the Edexcel specification, whilst for English Language we follow the AQA specification. All members of the department are expected to be able to teach Literature to A-level and expertise in teaching Language would be advantageous.

Pupil Achievement

GCSE and A level results are available from the school web site www.poolegrammar.com. In recent years, students have achieved near a 100% pass rate (9-4) in English Language and English Literature GCSEs.

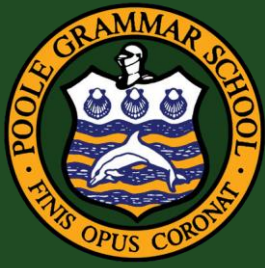
Accommodation and Resources

Teaching takes place in six general teaching rooms and the English Study. There is access to an excellent supply of textbooks and resource materials.

Extra-curricular

Theatre and cinema trips are arranged as and when appropriate, both locally and to West End theatres. Lecture days and workshops to universities and similar institutions have recently taken place. Events such as National Poetry Day and World Book Day are celebrated annually. In addition to this, the department enters students for national writing and poetry recitation competitions. The department has, for several years, been awarded the Prince's Teaching Institute mark for excellence in leadership.

Within school, members of the department are involved in running a variety of clubs and societies such as Drama Club, Shadowing the Carnegie Club, The Muse Creative Writing Club and debating activities. An interest in any of these, or any new activities such as public speaking or a Sixth Form literary society would



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be an advantage.

The Post

The position arises from the retirement of a long standing member of staff. The post is for a full-time member of the department.

We are looking for an individual who will make a significant contribution to the teaching and development of the curriculum at all three key stages, and lead the department.

Both the school and the department itself have extensive experience of teacher training with the Wessex Schools' Training Partnership and provide a strong programme of NQT support. You will be a key member of a dynamic department, in a school situated near an area of outstanding natural beauty with the Jurassic coast only a few minutes away. This is coupled with working in a school renowned for the friendliness of its staffroom and the potential of its pupils, where teachers and pupils share the learning experience and make tremendous progress.

Further details of the school and department are available from the school website www.poolegrammar.com

A J Baker

March 2020



Application Procedure

Please visit www.poolegrammar.com and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form is available to download from our website. This can either be emailed to the HR Department at pgshrdept@poolegrammar.com or posted direct to the school.

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process, please contact the HR Department.

Closing date for applications: midday Monday 30 March

Informal visits are encouraged. Please contact Mrs Mallace-Goulbourne, Head of English, to make an appointment. 01202 692132 or mallacegk@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.