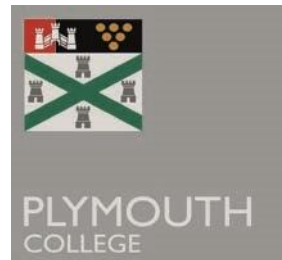


HEAD OF ENGLISH

Plymouth College, Devon

For September 2016

Coeducational • Day & Boarding • 11-18 years



Coeducational • Day & Boarding • 11-18 years



Required for September 2016

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Dear Applicant

On behalf of the Governors of Plymouth College, I would like to thank you for your interest in the above advertised post.

Plymouth College provides a first class, holistic education. Academic excellence in the classroom is enhanced by a wealth of enriching clubs and after school activities, such as music, the arts, drama and sports. Our performance sports programme is the best in the country for swimming, diving and modern pentathlon.

We place an emphasis on developing the all-important soft skills, which are sought after by employers, the skills which turn interviews into offers of employment, and which ensure that Plymouth College students fly further and faster in their careers, than peers educated elsewhere. Our students are quietly confident, resilient, and possess communication skills and values that set them out from the crowd.

We value each of our students as an individual. Education is personalised by our highly qualified teachers, with lively engaging lessons and modern teaching techniques supported by our emphasis on traditional values.

At the heart of our educational ethos is a culture of success, and a warm and welcoming atmosphere: the Plymouth College family. A happy child will be a successful child. Surrounded by like-minded individuals, our students enjoy their education and celebrate their

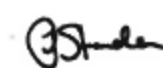
enthusiasm for learning, whilst developing lifelong friendships.

A Plymouth College education is: inspiring; aspirational; culturally rich; and life enhancing.

You will be joining the Senior School at an exciting time in its history. I am looking for someone who loves contributing to the life of the school; someone with ambition, for the school and themselves; a thinker and a doer. Plymouth College is certainly not a place for someone looking for a quiet life! We look after our staff well, with a competitive rewards package, and a good number of staff live on site in our boarding houses.

Investing in your development is a central part of my role as Headmaster. I have now seen two of my senior colleagues move on to Headship, and four to Deputy Headship. You will have an important role to play in shaping the strategic vision for the College in the coming years, and in implementing that vision.

If this chimes with you, then I look forward to receiving your application and to meeting you in the near future.



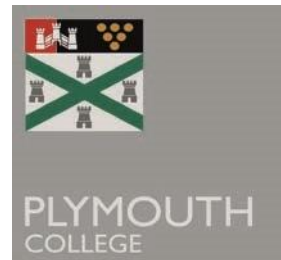
Jonathan Standen
Headmaster

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Background

Plymouth College is an HMC co-educational school based in the bustling maritime city of Plymouth with the magnificent moorland, countryside and coastal landscapes of Devon and Cornwall close to hand. The school has been at the forefront of education in the South West of England since 1877 and, whilst quietly conscious of its past and traditions, it is now renowned for being forward-looking and internationally successful. The school offers continuous education from ages rising 3s to 18 years with boarding facilities at the Senior School from age 11. We have a school roll of 500, 140 of whom are boarders and an international community which, among the students, represents over 40 nationalities.

The Sixth Form has become a power-house of the school and its achievement has inspired success in the lower age groups. Results in the sixth form are as good

as local selective schools, whilst the “value-added” is significantly positive, and the best by far in the area. This is balanced by a considerable range of extra-curricular activities both in sport and the arts. Plymouth College is a centre of national excellence in swimming, modern pentathlon and diving, which has resulted in national, international and Olympic success with a great deal of press coverage. Traditional team sports such as rugby and hockey have also gained significant recognition.

In the 2013 ISI inspection report Plymouth College was judged “extremely successful” throughout gaining “excellent” in many areas of school life.

Plymouth College is far from being complacent, our challenge is to be outstanding in all that we do whilst maintaining our position at the forefront of education.

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Summary of the Role

Title:	Head of English
Reports to:	A member of the Senior Management Team
Hours:	Full time, permanent
Salary:	Competitive, in line with remuneration for similar positions in Independent Schools, commensurate with experience and qualifications.

The principal responsibilities are set out below. The list is not exhaustive, and aspects of the job description may be adjusted from time to time to take account of developments at the College.

Key Aspects of the Role

The Post

The post holder must:

- * have an outstanding knowledge and understanding of English
- * be able to demonstrate excellent classroom practice for learning and teaching
- * be an enthusiastic and innovative teacher with a genuine love of the subject, who can motivate and inspire students using a wide range of teaching strategies
- * be expected to teach throughout the School, up to and including AS and A2
- * be able to work as a member of a team and to contribute to the further development of the department
- * be committed to his/her own professional development, and in particular to the use of ICT as a tool for teaching and learning

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- * ambitious, energetic, enthusiastic and able to plan independently and collaboratively for the further development of the department and the School
- * empathetic to the ethos of the School

Key Tasks

- * To oversee and be responsible for the English curriculum area, promoting high expectations and securing high standards of teaching and learning. To lead the strategic direction and development of the subject area.
- * Responsibility for results in KS3, 4 and 5.
- * To act as a role model, for staff and students.
- * To monitor and evaluate the effectiveness of the work of the department and the delivery of the curriculum.
- * To present an annual written review to the Headmaster of public examination performance, successes and developments in the curriculum area. This should include the setting of targets for future departmental performance. Evidence should be based upon secure understanding following the school monitoring schedule to include: the performance management process; lesson observation; scrutiny of pupils' work; scrutiny of standards of marking and assessment; and the analysis of examination results and other indicators of pupil progress.
- * To be responsible for updating annually those aspects of the Departmental Handbook that relate specifically to curriculum and academic English, including the application of whole-school policies to the subject area.
- * To prepare and implement the English Scheme of Work throughout the school ensuring it is appropriate to the needs of all pupils, the use of ICT and opportunities for independent learning.
- * Supporting members of the department to promote positive behaviour in lessons and deal appropriately with any disciplinary matters.
- * To prepare and implement an annual Department Development Plan in line with the School Improvement Plan and individual subject review.
- * To lead regular departmental meetings with minutes kept. To encourage regular departmental discussion and the introduction of new ideas and techniques. Co-ordinating the work of the department, delegating responsibilities as appropriate.
- * To monitor the progress of all pupils through the assessment and marking of coursework, tests and examinations. This includes the co-ordination of the setting of all internal examinations in the subject area. To undertake swift intervention to counteract any signs of pupil underperformance.
- * To ensure that there is a quality display of pupils' work in the teaching rooms and corridor display boards, which is updated on a regular basis.
- * To ensure high quality of performance management: setting challenging objectives that reflect school, departmental and personal needs and aspirations; praising good performance; supporting the development of performance and challenging poor performance; and supporting staff training and continuous professional development. To delegate appropriate tasks to other members of the department to support their own professional development.
- * To ensure that the department is adequately resourced with books, equipment and materials and control of new and old stock.
- * Management of that element of the departmental budget.
- * To assist with the appointment of staff and ensure that staff and students working within the department receive help or advice as necessary.
- * To be responsible for Health and Safety, in liaison with the senior management team. The Headmaster delegates to the Subject Leader responsibility for carrying out appropriate risk assessments.

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- * In the event of an unforeseen absence by a colleague, to ensure that appropriate work is set (including homework) and, if the absence is prolonged, that work is assessed.
- * To liaise with the senior leadership team, Governors and parents as required.
- * To liaise with the Librarian over the issue and return of English Department book stock, and to advise the Librarian about the purchase of appropriate teenage fiction for the library.
- * Other reasonable tasks.



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Person Specification

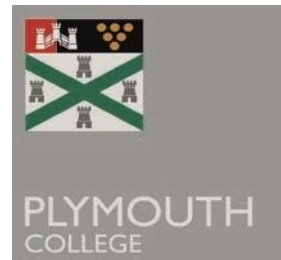
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> * Good Honours Graduate in English * Qualified Teacher Status 	<ul style="list-style-type: none"> * Management qualification
Work-related Experience and Associated Skills	<ul style="list-style-type: none"> * Excellent teacher * Enthusiasm for teaching English * Ability to teach KS3, 4 & 5 * Commitment to extra-curricular activities * Wide-ranging subject knowledge * Up-to-date with contemporary educational issues and development * Experience with tracking student performance and calculating value added * Experience with line management and performance management 	<ul style="list-style-type: none"> * Management experience * Track record of team leadership * Experience of innovation
Other relevant experience and training	<ul style="list-style-type: none"> * Evidence of positive impact of recent training * Experience of tutoring/mentoring 	<ul style="list-style-type: none"> * Training in areas complementary to job description * Ability to contribute to wider school activities
Personal skills	<ul style="list-style-type: none"> * Ability to lead and motivate both colleagues and pupils * Good team player * Creative thinker * High level of commitment * Positive outlook * Commitment to raising pupils' standard of achievement * Energy and enthusiasm * Good communication skills * Effective at delegating responsibilities * An eye for detail * Well-organised * Imaginative 	<ul style="list-style-type: none"> * Ability to think "outside of the box"

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Department Description

This is a conscientious department of dedicated, caring, highly motivated colleagues, whose aim is that students of all ages should enjoy English in all its facets and fulfil their potential in both Language and in Literature, whatever their ability. We are looking for a colleague to join us who is qualified, committed, with a love for the subject, and a genuine interest in his or her pupils as individuals.

There are currently nine members of the English Department, four of whom have full-time English time-tables:

Robin Prichard, Head of Department

Mark Bennett

Kevin Boots (also Learning Support)

Siobhan Currie

Richard Edwards (also Head of Rugby)

Nicola Husband (also Drama)

Hilary Owen (also Film Studies)

Martin Tippetts (also Boarding Housemaster)

Alix Rhodes (also Librarian)

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Two of these colleagues are also experienced examiners. Drama is currently separate from English and is taught by Jayne Ashenbury and Nicola Husband at GCSE and A Level, as well as at KS3. English is taught in two clusters of classrooms: four larger rooms near the Book Store (which is also used as a department meeting room) and three other smaller rooms for Sixth Form lessons and smaller groups.

In Years 7 & 8, there are five periods a week and four in Year 9, each of 35 minutes. Year 7 is mixed ability; Year 8 is set according to ability in English and Humanities. Year 9 is set according to ability in English.

We follow the CIE programme, utilising their series of text books called "Check Point". This leads on to CIE Language IGCSE. Novels and plays (including Shakespeare in each KS3 year) form an essential part of pupils' study in each term, providing whole literary text teaching. Pupils build up coursework files and take exams at the end of each academic year. These exams provide crucial information for setting to the year above.

Years 10 and 11 are also set according to ability, normally sets 1 – 6. Every year there is an additional class in Year 11 comprising students who join the school in Year 11 or late in Year 10. They are mostly from abroad. We use CIE for IGCSE English Language and Literature. For Year 10 we have introduced Edexcel IGCSE Literature, with its better selection of texts. Students have five lessons a week at KS4. 37% on average achieved A and A* over the last five years, with a 92.4% pass rate since 2011, in Language. For Literature the average pass rate over the same period is 86.6 %, and 42% at A and A*.

There are normally two Lower Sixth and one or two Upper Sixth sets each year studying A Level English Literature with OCR. Each set has eight lessons a week, divided equally between two teachers. There are currently three members of the Department sharing A Level teaching. Sets are assembled according to students' subject choices not according to their ability. 100% have passed A Level Literature over the last five years and 67% have achieved grades A* to B.

The English Department works closely with the Learning Support Department led by Jane Herod (Educational Psychologist) and the EAL Department (Paula Brockbank). Students receive support lessons as and when they need it.

R J Prichard

Head of English

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HOW TO APPLY

The closing date for applications is

7th March 2016

Interviews will take place on Wednesday 15th March 2016

Candidates wishing to apply should:

- Complete the application form
- Send the application form with a covering letter to The Headmaster, Plymouth College, Ford Park, Plymouth, Devon PL4 6RN
- If you encounter difficulty with the procedure, please contact: slambie@plymouthcollege.com the Headmaster's PA telephone +44(0)1752 505104
- For an informal discussion about the post please contact the Headmaster, Jonathan Standen, on +44 (0)1752 505104 or email jstanden@plymouthcollege.com
- Applications will be acknowledged and then evaluated against the selection criteria.
- The application should contain the names, addresses, email addresses and telephone numbers of two referees to include your current and past direct line manager.
- Full references will be required for the interviews but will only be taken when specific consent from the candidate has been received.
- Candidates will be required to bring original documentation, proof of identity and certificates with them to interview (see the Application & Recruitment Process Explanatory Note).