

Head of English  
RECRUITMENT PACK



## Kingshott School

Hitchin, Hertfordshire

Independent • Co-educational • 3 to 16

IAPS • ISC • ISA • EYFS Quality Mark



Inspiring confidence in all children in everything they do

[www.kingshottschool.com](http://www.kingshottschool.com)

*Kingshott*





## The Appointment

Dear Candidate,

Thank you for taking the time to look through our applicant information pack. You would be joining us as we embark on an exciting new direction here at Kingshott having recently announced that we have merged with the Mill Hill Education Group.

We are a successful and thriving co- educational Independent prep school situated in Hitchin which is extending its provision to include GCSE. As a result, you will be instrumental in developing the subject of English at Kingshott through KS3 and KS4 and be part of this fantastic opportunity to shape the school for years to come.

Our English department has always been one of excellence up to Year 8 and the foundations are firmly in place to build upon this to GCSE. Our pupils live our values of inclusivity, ambition, caring and confidence whilst our facilities are outstanding for a modern school.

Whilst our ambition remains high, our school shall not compromise its small, family-focused approach and supportive collegiality. I hope you find the information in this advertisement of interest and we always warmly welcome informal visits.

*“It is warm and inviting whilst quietly buzzing with wonderful work”*

a current parent





## The Spirit of Kingshott

We encourage the individual pursuit of excellence and achieve outstanding academic results. All staff support every child to realise their full potential.

We celebrate the individual strengths and successes of our pupils and equip them with resilience and resourcefulness in order to meet the challenges and opportunities whilst at Kingshott and beyond. We always encourage them to be reflective and responsible in all their learning.

Kingshott School is thriving and is entering a really exciting time.

## Curriculum & Academics

*“The school has transformed him from getting C’s to an A grade student”*

a former parent

Pupils join us from rising four and benefit from specialist teaching in PE, French, Music, and Drama from the start of their Kingshott journey as well as all of the National Curriculum subjects.

We see teaching as a process of lighting fires: sparking curiosity, inventiveness and expression that fuels genuine, deep-seated learning together with the ability and the confidence to apply the skills and knowledge learnt.

Changes in our curriculum and the investment in facilities to support the delivery of that curriculum are truly coming together to propel the school forward for the next generation. This offers some great challenges for both pupils and staff to explore, think independently and critically, solve problems, find and use evidence and collaborate on projects.

Academic performance of each individual child is monitored on a termly basis through standardised assessments. These results are interrogated in order to identify areas of strength and areas needing support. Review meetings are held termly with staff and management in order to ensure all children achieve their academic potential. We offer SEN support throughout school and our Head of Learning Support works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil who requires additional support.





## Senior School

Last June the Governors and Leadership of the School announced the next stage in Kingshott's 90-year history. The community were informed that Kingshott will be extending its age range up to the age 16 thus developing a Senior School alongside our existing excellent Prep School. The development of the Senior School will be shaped by the entire staff body over the coming terms.

Your role will be to work alongside the existing Heads of Department and our Assistant Head Years 5 to 8 to develop the GCSE provision at Kingshott. Our First Year 9 will be in Kingshott in September 2024 with Year 10 beginning September 2025.

This is an exciting opportunity to shape the future direction of the school and leave a lasting impact on our well-respected and cherished school. You would also have the opportunity to assist in the wider provision of the school such as those below.



## Creative Arts

The creative arts are alive and well at Kingshott. Our art, music and drama facilities provide the best possible opportunity for our pupils to express individualism and creativity. Gaining confidence through learning to make independent creative decisions as well as stretching the imagination through self-expression is at the heart of what we do. The new theatre has taken performance to a different level with whole-school and Senior productions widely celebrated. [Click here for a preview](#)

## Sport

Sport continues to play an important part of everyday life at Kingshott. The children benefit from over twenty-three acres of playing fields, including an all-weather flood-lit astro pitch, flood-lit netball and tennis courts and a covered heated swimming pool. We firmly believe that physical activity, in addition to being the cornerstone to a healthy life style, offers so many opportunities to learn about others and ourselves. P.E. and sports are taught from Nursery right through to our current Year 8 and the school embraces an active fixtures program for all children in the school.





## Facilities

Since 2004, we have embarked on a hugely ambitious and very successful building programme. Major improvements have been made to the school's facilities, including a purpose-built Nursery, Pre-Prep and Middle school.



In November 2015, we opened a state of the art teaching block for the senior part of the school. The Robinson building offers a sizeable, bright and airy art room, a dedicated music room, food technology room, Science laboratory, nine teaching classrooms and additional changing rooms.

We have most recently opened a multimillion-pound sports and drama hall to ensure that taking part in our varied Games and P.E. curriculum and our exciting performing arts programme, is an even more inspiring and engaging experience. [Click here](#) to preview the transformation of the sports and drama hall into a 450 seat theatre with a substantial sized stage.

Year on year, Kingshott continues to make major improvements to its facilities. New Astro turf pitches and greatly improved roadways and parking facilities around the school have been smaller but just as important projects.

New plans are underway to enhance our provision in collaboration with staff to offer the best possible experience to our Senior Pupils.

All of our building projects reaffirm the school's focus on providing both a broad and academic educational experience that allows pupils whether they are aged 3 or 16, the freedom to give everything a go.







## Job Description:

Head of English

Accountable to: Senior Leadership Team

We are operating a two-form entry school with classes of 20 which are divided into three or four sets. The school is growing its provision across a clear timetable. September 2024 will require delivery of English to Years 6, 7, 8 and 9 this will then grow to Years 6, 7, 8, 9 and 10 from September 2025 and grow incrementally to our first GCSEs being taken in June 2027. You will work collaboratively with the existing English lead in developing the intended GCSE pathway.

### Curriculum

Delivery of English curriculum

- Devising, producing and updating schemes of work including to GCSE
- Promoting and monitoring the progress and development of all students alongside the Deputy Head/Assistant Heads
- Ensuring that examination arrangements are upheld and followed diligently
- Co-ordinating the setting and marking of internal examinations, course work and entrance examinations, where appropriate
- Providing information about the subject for current and prospective parents
- Keeping abreast of developments in the subject
- Maintaining, developing and leading a rich programme of subject based co-curricular opportunities, ensuring that these are supported by appropriate administration
- Contributing to wider school processes such as admissions

### Staff management – where appropriate

- Ensuring that all members of the department understand their academic responsibilities and carry them out effectively

- Ensuring high standards are maintained through reciprocal teaching observation
- Ensure that good practice and resources are shared regularly through meetings, peer observations and schemes of work
- Ensuring the quality of subject report writing
- Promoting the professional development of colleagues through the appraisal process
- Managing the induction of new colleagues according to policy where required

### Administration & other duties

- Negotiating and managing a set department budget where applicable
- Ensuring that notice boards have up to date displays of work and maintaining high standards of housekeeping

### Teaching and Learning

- To plan and teach high quality lessons, ensuring that there is variety, challenge and measurable progress in student learning
  - To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of student ability
  - To demonstrate strategies employed to improve your own teaching and learning and that of those within the department
  - To stay abreast of recent developments in education, specifically those related to the subject area in question, and develop these in lesson planning
  - To promote teaching and learning styles which stimulate student interest and involvement in learning
  - Be committed to professional development and attend school INSET sessions, sharing gained knowledge and skills with others in the department
  - To promote the subject beyond the classroom e.g. school trips, lunchtime and after-school clubs and academic competitions
- Deliver another subject (such as Games) as and when timetabled.



### Students

- To always conduct oneself with the highest regard for student safeguarding, and to work in accordance with the School's Safeguarding Policy
  - To establish appropriately high levels of expectation of students by setting down clear guidelines for excellent standards of behaviour and achievement, including the careful presentation of work and the care of books and equipment
  - To build positive working relationships with students which demonstrate mutual respect and empathy
  - To build student confidence and self-worth through effective use of rewards
  - To inspire students and to provide enthusiasm in this curriculum area
  - To increase student awareness of subject-related professions and inspire them to consider relevant A level choices and related degrees
  - To prepare students for external examinations which involve internal assessment and external moderation
- Fully supporting a small group of students and their overall progress in the role of Form Tutor.
  - The ability to teach another subject would be desirable.

This job description will be subject to regular review.

### General

- Sharing in supervisory and general duties; upholding good standards of behaviour, dress, and punctuality among students
- Promoting the values and ethos of the School
- Helping with the setting, assessment and conduct of internal exams where appropriate
- Attending and contributing to assemblies and as often as is reasonable, other School activities, KA events, School events and trips and playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize Giving and Open Days as required
- Contributing to the wider curriculum as required through the teaching of PSHE, RSE, Sustainability and Leadership courses



## Person Specification

### Qualifications

- Good Honours Degree
- Qualified Teacher Status

### Personal qualities and abilities

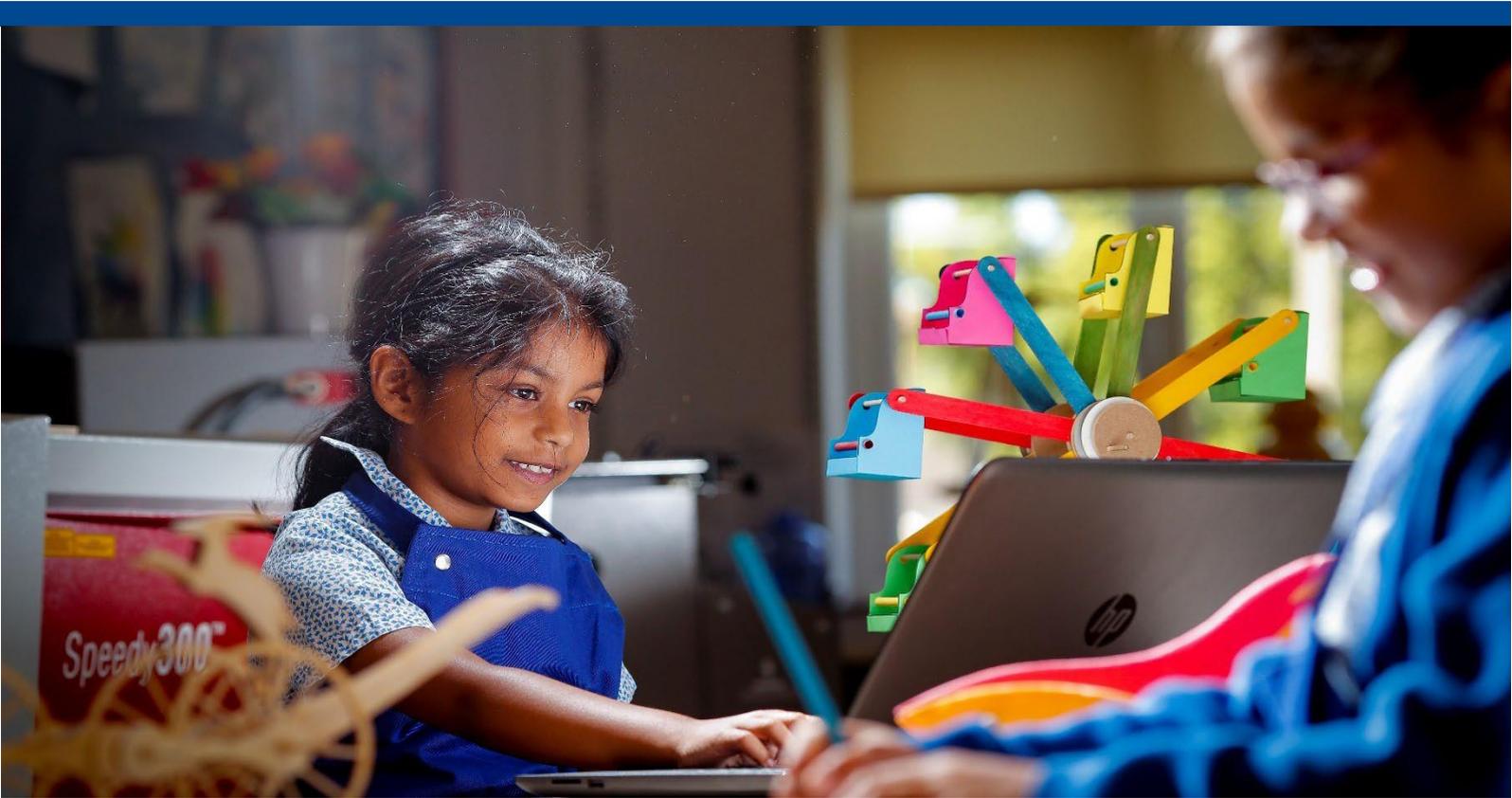
- Commitment to academic excellence
- Ability to work effectively in a team
- Excellent organisational skills
- High levels of personal and professional integrity
- Enthusiasm and approachability
- Good rapport with students, colleagues and parents
- Confident use of ICT
- Appropriate levels of personal presentation
- A good sense of humour and positive attitude

### Teaching and learning

- Evidence of excellent secondary school classroom practice to GCSE and ideally A-Level
- Evidence of effective planning, teaching and class management
- Ability to prepare and share teaching resources
- Ability to motivate and inspire students
- Commitment to creative and innovative approaches to teaching and learning
- Commitment to development of appropriate schemes of work and resources
- Commitment to improving, monitoring and evaluating teaching and learning

### Philosophy and Ethos

- Commitment to the ethos of the school
- High expectations for student attainment, personal development and conduct
- Readiness to complement timetabled teaching with after-school support when required
- Commitment to helping with extra-curricular activities and curriculum enrichment
- Commitment to best practice in pastoral support and student welfare



## The Selection Process

Applicants should apply electronically using the official Kingshott Application Form. A covering letter should also be included, summarising your proven ability in relation to both the person and role specifications. Please note that CVs will not be accepted.

Please send in a scanned signed copy to Mrs Sarah Wheeler, the Head's Personal Assistant at: [swheeler@kingshottschool.com](mailto:swheeler@kingshottschool.com). Any queries should also be directed to her during the application window.

We particularly welcome applications from candidates from a BME background for this vacancy as they are currently under-represented in our School. Kingshott school reserves the right to close this vacancy early if we receive sufficient applications for the role.