

Sherborne Preparatory School

HEAD OF ENGLISH



Sherborne Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Preamble: The role of Head of Department is to be responsible for all aspects of the teaching in his / her department as detailed below.

Responsibilities:

1. To oversee the staffing of the department.
2. To oversee the production of schemes of work for the Department.
3. To arrange for professional development for members of the department (in particular, attendance at Area 5 meetings).
4. To arrange regular meetings with members of the department.
5. To negotiate the annual departmental budget with the Headmaster and Bursar and to oversee all spending.
6. To monitor the standard of teaching, marking and children's work.
7. To appraise members of the department when required to do so.
8. To ensure that members of the department are properly briefed on new developments in the subject area.
9. To oversee the setting of examinations.
10. An appreciation and understanding of the demands of scholarship and other entrance requirements and procedures to the senior school SPS feeds.

11. To show proactivity and confidence when communicating with parents.
10. To oversee any specific responsibilities that fall under the department's brief (trips - theatre / field / educational, reading days, public speaking, laboratory / library etc).

Performance Expectations:

1. That the department is properly staffed.
2. That the department has a comprehensive and up-to-date scheme of work.
3. That members of the department are encouraged to attend professional development courses as arranged.
4. That the department meets on a regular basis and that minutes are kept.
5. That an annual budget is established and the spending thereof monitored.
6. That teaching is good, work is marked according to the School marking policy and that children's work is of the requisite standard and well-presented, according to the school policy for the presentation of work.
7. That Head of Department appraisal is undertaken when requested.
8. That teachers are kept informed of current developments in the subject.
9. That examinations are monitored.
10. That the wider responsibilities of the position are properly discharged.

Person Specification

- Enthusiastic teacher with relevant experience and qualification
- Able to work as part of a team, both within the Department and the wider school staff as a whole.
- An interest in the welfare of children.