

HEAD OF ENGLISH DEPARTMENT (For September 2019)

DETAILS OF POST

We are looking for an inspiring, dynamic and well qualified graduate possessing excellent language and literary skills, capable of teaching English to Advanced and Oxbridge level. The person appointed will have a genuine passion for their subject, a love of scholarship and the ability to enthuse pupils about literature and language. They will be an outstanding and reflective classroom practitioner, committed to continuous improvement and capable of leading by example. With excellent leadership and inter-personal skills, they will be committed to ensuring high standards of teaching and learning, creating a culture of collaboration and supporting the professional development of colleagues in the department. The Head of Department will have a pivotal role in increasing the profile of the subject across the school, building strong relationships with colleagues, pupils and parents. They are expected to contribute fully to the development of the whole community in accordance with the aims of the school.

ENGLISH DEPARTMENT

Staff supervised: There are 3 full-time and 3 part-time members of the English Department.

Line Management

The Head of Department will be responsible to the Deputy Head (Academic) regarding the development of the curriculum, pedagogy, timetabling and budgets.

Liaison:

With all Senior School staff who contribute to the English Department's curriculum, all Heads of Departments in the Senior School, the Deputy Heads and the Bursar.

The Head of Department is responsible for all the areas detailed below:

1. To establish high professional standards in teaching and learning across the department and to lead by example in this respect
2. To ensure a high degree of consistency in the planning, delivery and marking of work and in the punctual completion of reports and assessments within the department.
3. To ensure staff development through the use of lesson observations, work scrutiny and regular sharing of good practice in departmental meetings. This includes ensuring that the scheduled departmental CPD sessions of a high quality and, when appropriate, the Head of Department will lead these sessions.
4. To give special assistance to new and probationary staff, and regularly monitor their progress.
5. To manage the development of the curriculum, keeping abreast of current educational developments and maintaining a useful scheme of work for every year group.
6. To review and develop the departmental resources and to bid for departmental resources.
7. To ensure the smooth running of the technical equipment in the department in liaison with the AV technician and the ICT department.
8. To review and update the English development plan and departmental handbook in line with the school development plan and to evaluate progress made to meet the objectives of the English development plan.
9. To hold minuted meetings to discuss the day to day delivery of English in accordance with the overall school policies and to liaise regularly with the Deputy Head Academic.

10. To advise students on Higher Education and career opportunities, keeping abreast of developments in Higher Education pertaining to English as a subject.
11. To be responsible for assessment, examinations and homework and to liaise with others as appropriate.
12. To set the 11+ English Entrance Examination paper, provide a marking scheme for staff and oversight of the marking process.
13. To attend meetings and any other committees as required by the Headmistress in order to represent the interests of the department.
14. To establish good working relationships with outside bodies legitimately concerned with the work of the department.
15. To be prepared to meet individual parents to discuss matters related to the subject.
16. To liaise with the SEN teacher over individual pupils as necessary.
17. To liaise with the SEN teachers, the librarian, and other Heads of Department to promote initiatives to promote standards of literacy across the school
18. To make available any statistical or other information that may be required by the Headmistress, Governors, ISI, HMC or DFS.
19. To keep the Headmistress and the Deputy Head (Academic) fully informed of any non-routine matters.
20. To oversee and where appropriate lead the organisation of departmental trips.
21. To organise and assist in the delivery of enrichment classes in preparation for university entrance as appropriate.
22. To promote English by ensuring that suitable clubs or regular activities are held by members of the department.

The new Head of English will want to build on the enthusiasm of the girls studying English by promoting events and competitions.

Teaching

Members of the department teach classes from Years 7 to 13, and prepare girls for GCSE and A level examinations. We have followed the AQA (9-1) GCSE syllabus since September 2016. All girls take both English and English Literature GCSE examinations. At A Level, we follow the Edexcel board. The number of periods taught per week varies from four to five for Years 7 to 11 with A Level students being taught for eight lessons per week. Girls applying to Oxford or Cambridge to read English have the opportunity of attending enrichment classes. There are currently two A Level groups and the teaching of each group is split between two teachers.

We have a tradition in the department of encouraging strong, original, creative writing and girls have regular language lessons to provide them with a good foundation of grammar for their writing. We consider accuracy in all features of writing important. We study a broad range of literature from Shakespeare to contemporary authors and aim to give girls an appreciation of works which they might not read on their own. We teach Shakespeare from Year 7.

We arrange trips to the theatre and study days and invite theatre workshop groups to the school. All teachers in the department are required to assist in such visits.

General Duties

- To take on duties and responsibilities as shall from time to time be allocated by the Deputy Head (Academic).
- To organise and attend regular departmental meetings.
- To participate in the school's Performance Management System and to take advice from the Deputy Head (Academic) and other Senior Colleagues on Professional Development.
- To co-operate in the preparation and marking of examinations, including assisting with the administration and marking of entry examinations, report writing and other assessment and record keeping procedures.
- To co-operate in the preparation of new courses, the exploitation of cross-curricular links and the organisation of General Studies courses, as may be appropriate.

- To undertake supervisory duties and to attend INSET sessions and meetings on days outside full term as necessary.
- To undertake the duties of Form Tutor, including administrative duties such as registration, as well as disciplinary and pastoral care of a form group.
- To attend Parents' Evenings and staff meetings (including those which take place before and after the school day and before the beginning of term) and to attend morning Assembly and major school functions.
- To make a contribution to the extra-curricular life of the School.

Person Specification:

ESSENTIAL

- Good qualifications – degree or equivalent in English.
- Experience of teaching English from KS3 to A level.
- Understanding of the expectations of a high achieving academic environment.
- A proven track record of success with exam classes
- Competency in the use of ICT for administration, report writing and for carrying out the teaching of this subject.
- Commitment to further professional development
- Good communication skills
- Willingness to get involved in the extra-curricular life of the school
- An ability to motivate students to reach their full potential

DESIRABLE

- Experience as a form teacher.

THE CANDIDATE

Applications are invited from very highly qualified men and women who are graduates with a proven record of excellence in the classroom and strong pastoral and leadership experience in an academic school.

Required qualities

- Excellent communication and interpersonal skills
- Excellent judgement
- Ability to think clearly and strategically
- Ability to empathise and hold others to account
- Strong experience and secure understanding of key pastoral issues affecting teenage girls
- Strong experience and secure understanding of the key issues in developing the motivation, effectiveness and professional capacity of teachers as tutors.
- Experience of successful implementation of change.
- Diplomatic skills and the ability to build relationships with all stakeholders in a school
- Commitment to continuous professional development
- A developed administrative ability
- A good honours degree
- An understanding of and commitment to the ethos and practices of CLSG, an academic school where professional standards and expectations are high.

Desirable

The appointment will be made without regard to gender, ethnic origin.

THE SCHOOL

The City of London School for Girls is an independent, non-denominational girls' school which is administered by the Corporation of the City of London. It is a member of the [Headmasters' & Headmistresses' Conference \(HMC\)](#) and caters for pupils whose ages range from 7 to 18 years. The total number of pupils is about 755, approximately 93 of whom are members of the Preparatory Department. There are, on average 150 girls in the Sixth Form. Entry is by competitive examination at 11+ and by testing and interview at 7+ and Sixth Form level. The school has a strong academic tradition and all girls go on to Higher Education from the Sixth Form.

Achieving academic excellence is an important part of life at CLSG, but so too is the provision of a wealth of extra-curricular opportunities, broadening students' lives with new experiences and challenges and ultimately, ensuring that our pupils flourish. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is a fundamental part. Our School is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active outreach programme, to an international outlook and to educating young women to be the leaders of tomorrow. Applicants for teaching posts at City should therefore be enthusiastic about getting to know students and providing guidance appropriate to their individual needs. Applicants should also be keen to invest time and energy in extra-curricular activities, and to exploit to the full the opportunities arising from being at the heart of the City of London and to contributing to the strong community spirit which is a prominent feature of the school.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Personal development is the goal for every girl.

Facilities and support for staff are excellent. iPads are available to teaching staff, and extensive computer facilities are available for integration into teaching practice. CLSG has deployed the use of mobile technologies across the school.

CLSG works in partnership with a number of schools within and outside the City of London. The school is part of the East London Consortium as well as of the family of schools supported by the City of London Corporation.

Professional Development at CLSG

CLSG is thoroughly committed to supporting the professional development of staff and to making it an integral part of the School Strategic Development Plan. Staff learning is as important as pupil learning at CLSG. CLSG has developed a unique model of professional development. Staff have a total of 5 full INSET days a year, in addition, lessons on Mondays end early to provide further professional development time within the School day. All staff are involved in cross departmental learning communities where they engage in professional reflection, experimentation and sharing of good practice. In recent years, the school has used these "Collaborative Enquiry Groups" to embed pedagogical approaches.

The school is fully committed to embedding research as part of professional learning and in September 2015 appointed a Researcher in Residence. The Researcher in Residence supports members of staff who are working on small scale action research projects within the school. She has been the CLSG lead in a joint research project with CLS and Birkbeck University on improving working memory. The school also sponsors up to 5 members of staff a year to pursue MA courses in Education.

Within the East London Consortium and the family of City schools, there are frequent opportunities for collaborative professional development which the school has always taken a leading role in.

CONDITIONS OF SERVICE

Members of staff at the City of London School for Girls enjoy certain privileges and a salary which is well above the level of a comparable post in the Maintained Sector. The salary for this post is in the range £34,120 to £55,950 at current rates depending on experience plus a responsibility allowance of £9,630. There are two

further threshold points on the salary scale to which staff at the top of the incremental scale become entitled subject to satisfactory assessment after two and four years respectively.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

A Staff Fee Remission Scheme is available to members of the teaching staff for children attending one of the three City independent schools. The rate is currently 50% of full fee for up to seven years and further details can be supplied to applicants invited to interview upon request.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head, Pastoral) or to the Headmistress.

THE PROCESS

To apply for the post please complete the application form, together with a brief covering letter which explains why you feel particularly suited to the role and how it may fit in with your future aspirations.

On application please will you provide evidence to validate the contents of your CV which should offer a full employment history and full details of all educational achievements. You may be required to declare yourself to be in good health and you are required to declare criminal convictions. Confirmation of the appointment depends upon a satisfactory outcome to the usual statutory and medical checks. You should be aware that we may approach any previous employer as a child protection measure.

Closing Date for Applications: Monday 28th January at 4.00pm