



### **HEAD OF ENGLISH POST AT VINEHALL SCHOOL for January (or April) 2019**

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13 which includes a pre-preparatory department and Nursery for children aged 2 to 7. The school upholds high standards of academic achievement as well as a very full range of extra-curricular opportunities. It is a vibrant and busy school with high expectations all round. In the most recent inspection in 2018, Vinehall was rated as 'Excellent' in all areas.

English is a high profile department which maintains excellent academic standards. At the same time, less able pupils are well-supported and the department liaises with Learning Support and EAL teachers and is expected to assist other departments in matters of literacy.

The English department is housed in an impressive purpose-built library block with well-resourced English classrooms and there is a separate Junior Library containing a wide range of fiction books for younger readers. English links with the Pre-Prep curriculum for literacy teaching.

The role will include teaching English to a range of pupils between the ages of 9 and 13 and encouraging and promoting English teaching generally throughout the school.

This post offers a challenging opportunity to develop and extend the work of a busy and highly successful department in a time of academic innovation at Vinehall. The successful candidate will be prepared to be involved in all aspects of life at Vinehall as well as developing tracking (assessment and recording) procedures and reviewing all policies. We seek someone who will be able to promulgate policies for spelling, handwriting etc. throughout the school.

## **JOB DESCRIPTION FOR HEAD OF ENGLISH AT VINEHALL**

### **JOB TITLE**

Head of English

### **ACCOUNTABLE TO**

Assistant Head Academic

Deputy Headmaster

Headmaster

### **CORE PURPOSE**

The Head of English should aim to bring passion for English to the children at Vinehall. The Head of English is responsible for maintaining and updating all departmental curriculum documents, policies, schemes of work and examination papers. He/she will ensure the smooth running of the department and that all members of the department understand and follow agreed practices. The Head of English will keep abreast of software developments and maintain all online programmes used.

He/she will ensure that the requirements of the CE and Scholarship syllabuses are properly met and will guide, monitor and support members of the English department.

The Head of English takes responsibility for the development and profile of the department and runs regular departmental meetings for which an agenda should be published in advance and minutes copied to the Assistant Head Academic.

The Head of English will oversee an annual budget including tests, stationery and literary events.

The Head of English carries responsibility for promoting and safeguarding the welfare of children with whom he/she comes into contact.

The Head of English will stay in touch with any relevant developments in his/her field. They will support and encourage members of staff in the department, advising them and motivating them.

The overarching aim of the English Department is to instil a love of literature in the culture of the school.

## KEY TASKS

### Pastoral

- Responsibility for the learning, development and well-being of pupils
- Fostering the achievement, learning, personal and social growth of each pupil

### In the Classroom

- Creating a safe and stimulating learning environment
- Preparing and presenting Remembrance Day Service and other assemblies as required
- Organising the poetry aspects of the Poetry and Music Evening in the Lent Term
- Organising a themed week from time to time and inviting visiting writers
- Reintroducing a programme for the English Speaking Board examinations
- Encouraging reading throughout the school
- Organising debates and public speaking opportunities and entering local competitions
- Other events/trips which develop interest in, and enjoyment of, the subject
- Teaching some drama lessons in the timetable as required and involvement in drama productions within the school in liaison with the Head of Drama

### Management

- Guiding, promoting and leading all the workings of the English department
- The Head of English ensures the high profile of the department, that a stimulating and relevant programme of study is followed and that high standards are achieved. Also, ensuring that prep (homework) is effective and meaningful and that all staff in the department uphold the best professional standards in their teaching, marking and record-keeping
- Planning and delivery of the English scheme of work throughout Vinehall
- Ensuring appropriate use of technology (and being an effective practitioner in terms of ICT). This will involve monitoring the correct use and balance of ICT software within lessons as well as to produce performance data
- Ensuring that requirements of relevant examinations are known and that pupils are thoroughly prepared for these
- Liaising with parents sensitively and promoting understanding of the aims of the department with parents, enlisting their support where appropriate
- Ensuring good classroom displays and, as required, displays around the school
- Working with other Heads of Department to co-ordinate and further cross-curricular initiatives
- Supporting staff in training and continuing professional development
- Leading the Performance Management of staff within the department
- Alerting staff to changes in the curriculum and latest developments in the subject
- Liaising with the Learning Support department
- Ensuring that the department is compliant with health and safety regulations, in consultation with the health and safety adviser

- Attending staff meetings including pre-term in-service training, heads of department meetings, parents' evenings and school events as published in the termly calendar
- Dealing with postal enquiries and departmental matters. Keeping abreast of developments in English and English education
- Actively engaging in IAPS subject co-ordinators' meetings locally and establishing connections with similar schools for the effective sharing of good practice
- Evaluating and monitoring mid-term assessments within the department
- Responsibility for budgeting for and organisation of the School Library in consultation with the Library Teaching Assistant

#### **Budgeting**

- Management of resources. Organising sufficient copies of text books, examination papers, research material and equipment. Ordering as necessary (any orders of £500 or more must be signed off by the Headmaster by way of the order book system operated by the Bursary)
- Planning ahead for the department annually and contributing to the school's development plan
- Managing and adhering to the annual departmental budget

#### **TIMETABLE**

Full-time staff aim to balance teaching with games (sports), duties, activities and other responsibilities.

A full-time teacher will be expected to teach a full week's lessons and will be expected to work a five-day week (Monday to Friday inclusive). Vinehall operates an optional Saturday activities programme and those staff who work on a Saturday morning may be allocated a half day free during the week in return. Certain school events will cut across free time and this post will include supervisory duties.

The school day runs from 8.00am to 5.30pm. There is one duty day per week (through to 6.00pm).

#### **SALARY**

The post is paid according to the Vinehall scale which is based on the government pay scale for teachers. Pay is calculated according to qualifications and experience.

There is an additional Head of Department's responsibility allowance.

The Head of Department will contribute to the Government Superannuation scheme unless he/she opts out of this.

## **INDUCTION**

New members of staff are allocated a mentor with whom they meet on a weekly basis. Once established, the teacher is subject to a Performance Management system to help set targets for continuing professional and personal development.

## **OTHER**

On-site accommodation may be available if required.

Vinehall is a non-smoking school.

We expect that teachers will be able and willing to drive school minibuses.

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 Statement 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 Child Protection Officer or to the Head.

All staff are expected to read and abide by the requirements of the staff handbook (copies are made available to all new staff).