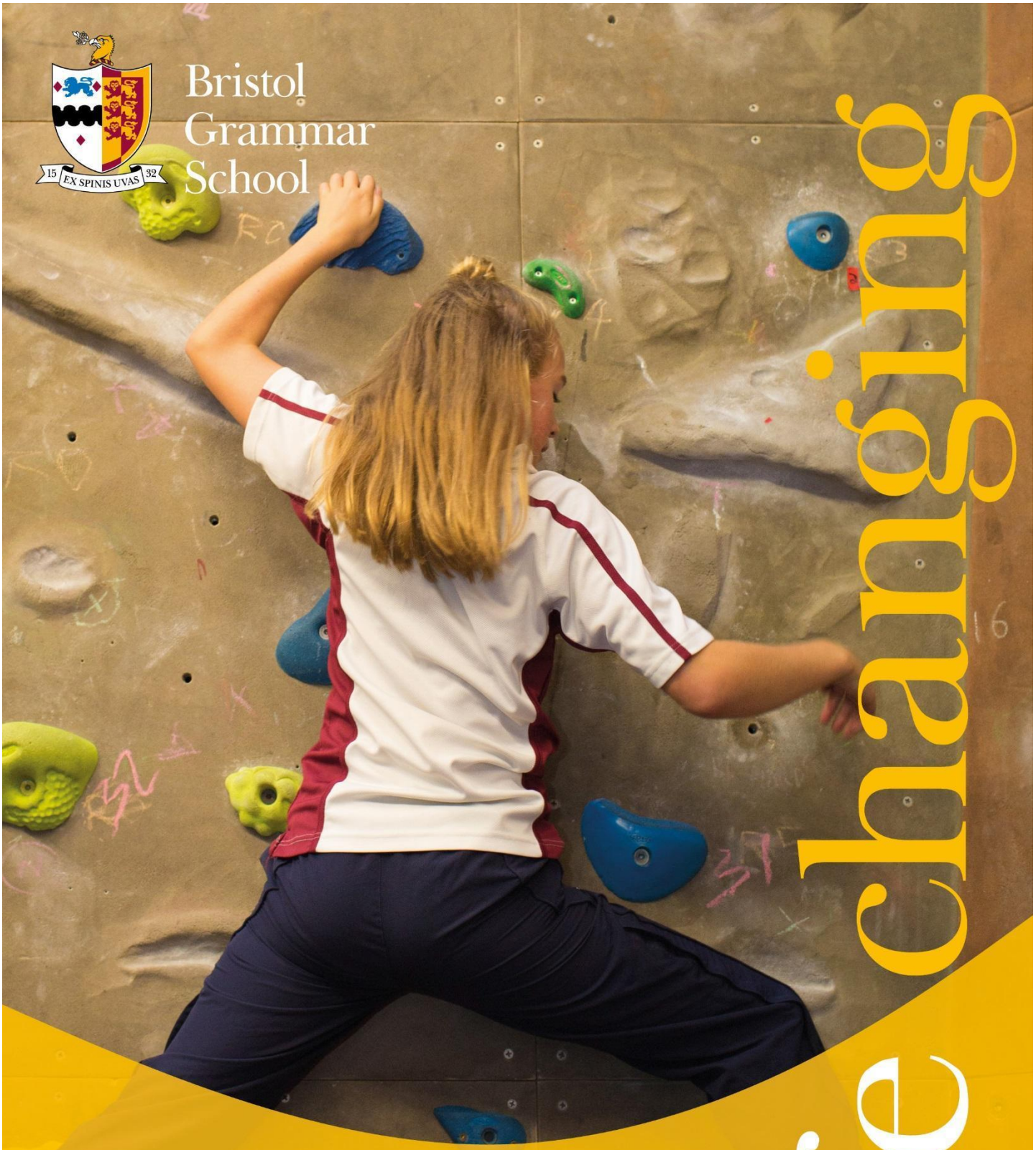
Bristol Grammar School



life changing

Job Description

Head of English

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job Role Specification

Post: Head of English

Line Manager: Assistant Head: Curriculum

Anticipated start date: 01 September 2019

Outline of Department

The English department at Bristol Grammar School is animated, friendly, supportive, ambitious and highly successful with a focus on inspiring a love of learning along with a passion for the rigorous, innovative and inspirational study of literature and language. It consists currently of six full-time teachers and two part-time teachers. The department has its own office, libraries and resource centre.

The department achieves impressive results at GCSE and at GCE Level. Pre-U English Literature is a popular choice with our Sixth Formers, and we also offer English Language 'A' Level, and Creative Writing. From September 2018 we have offered the International Baccalaureate (IB) and this is establishing a healthy presence in the School.

The syllabuses followed by the department are (currently): Edexcel GCSE (Language) and CIE IGCSE (Literature); IB the Cambridge Pre-U for English Literature, with CIE; and Advanced Level English Language with Edexcel. We also offer our own qualification, the Apprentice of Fine Arts in Creative Writing. There is a healthy interest among our students in English as a Degree Level subject, and students from BGS regularly achieve places to pursue language and literature based courses at Oxford, Cambridge and other Russell Group universities. In recent years, we've also seen students take up undergraduate courses in Creative Writing with leading higher education providers.

A lively enthusiasm for literature informs the English teaching at Bristol Grammar School, and pupils are encouraged from their earliest days with us to develop and explore, with suitable guidance, their own tastes in reading. The School possesses an exceptionally well-stocked library, which plays a significant part in attracting pupils to the habit of reading. Staff are expected to read widely and discuss literature to enable them to pass on that enthusiasm to the students they teach. Much stress is also placed on creative writing and on the ability of pupils to express themselves fluently, accurately and imaginatively in a variety of styles. The achievements of the Department are underpinned by the rigorous planning of learning designed to support excellent progress for every child.

Children are encouraged to see English as more than just a school subject by the arranging of numerous well-supported theatre trips, cultural visits, visiting lecturers and, more recently, annual literary field trips to London and Stratford-upon-Avon. All members of the department contribute to the co-curricular experiences of students through a variety of activities designed to promote appreciation of film, the visual arts and music. There is also a vibrant culture of public speaking and debating within the School, as well as numerous opportunities to collaborate with the Drama department, and with Heads of House, in theatrical productions.

All new appointments are expected to play a full part in the life and activities of the School. In return they can expect exhilarating and enjoyable teaching as part of a respected and happy School.

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.

In addition to being an energetic and enthusiastic teacher, we are seeking an ambitious individual with a proven track record of leadership or a strong desire to take on his or her first department. There is huge scope to create something very special at Bristol Grammar School with a solid foundation already in place. The person appointed will also be expected to make a significant contribution to school co-curricular programmes involving games and/or activities, which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

Duties and Responsibilities

The work of a Head of Department

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, and may be subject to modification or amendment at any time after consultation with the holder of the post.

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmaster for the proper discharge of their duties. The overall direction of Heads of Department is, however, delegated by the Headmaster to the Deputy Head who is responsible for Learning and to the Assistant Head (Curriculum). The Head of English will be responsible for:

- The leadership, oversight and good management of the Department.
- Ensuring that the quality of learning is at its very best in the Department. This will be brought about through such things as close observation of students' work, both within and outside of the classroom, carrying out work scrutinies and student voice work, as well as analysis of data.
- Ensuring that the quality of teaching is at its very best, leading on new learning and teaching innovations in the subject, helping to facilitate all staff in the Department to discuss their teaching and develop new pedagogical techniques. This will be brought about through such things as lesson observations, being observed, advising on delivery of schemes of work, sharing of good practice and regular Department INSET on teaching styles and techniques.
- Setting the direction of the Department, with reference to the School's priorities, through the Department Evaluation and Department Development Plan documents.
- The planning, organisation and review of the courses taught in the Department. The publication of the schemes of work, both internally for Department use, as well as on the School website for parents to access (in a shortened form).
- Liaison with the appropriate learning co-ordinator in the Junior School and ensuring that we are 'One School' as far as possible within schemes of work.
- The preparation and submission of an annual budget and the use of the budget allocated to the department for upkeep of stock, equipment and accommodation.
- The integration and induction of all new teachers to the Department. Supervision and observation of teachers during their probation period.
- The supervision and oversight of student teachers and liaison with the Director of CPD.
- The timetabling of Departmental staff to provide a fair and comprehensive spread of work.
- Ensuring that the School's homework policy is implemented within the Department.
- Ensuring that marking is in accordance with the agreed marking policy of the Department.
- The conducting of regular meetings, ensuring active and relevant participation of staff in departmental organisation. To promote the professional development of the staff in the Department by devising a suitable responsibility structure and encouraging in-service training.
- The progress of students, their welfare and the discipline within the Department, in line with the stated aims and objectives of the School, liaising with the Head of Year 7, Lead Academic Tutor (Years 8-11) and Heads of House where appropriate; the maintenance of adequate records; the allocation of grades as required by the School; and advice to students on choice of subjects to be taken at both GCSE and at A Level.
- The internal and external departmental examination policy and administration.
- Appraisal of members of the Department and associated Support Staff, including formal lesson observations.
- The organisation and co-ordination of trips, visits and co-curricular activities that may add enrichment to the day-to-day teaching of the Department and to the holistic development of students.
- Ensuring effective departmental channels of communication. Holding and taking minutes of regular formal meetings as well as holding informal meetings as the need arises.

- Liaison with Form Tutors, Heads of House, Head of Year 7 and Lead Academic Tutor (Years 8-11) regarding the work of individual students. Responding to concerns regarding the professional work of any member of the Department.
- Production of stimulating displays in and around the Department and ensuring a high standard of up-keep in those rooms used by the Department.
- Assisting the Headmaster as required with the appointment of new members of the Department.
- Participation in the interview and examination of candidates for entry to the School.
- Occasional presentations to governors and parents.
- Ensuring the Headmaster is informed of developments in teaching and examinations and of the possible implications these may have for Bristol Grammar School.
- Ensuring that all activities undertaken in the Department conform to current Health and Safety legislation and that Risk Assessments are completed and stored as required.

The above responsibilities vary to a degree according to the size and nature of the Department and no job description of this kind can hope to be fully inclusive. In particular, it is assumed that in addition to leading and promoting their subject, Heads of Department will be fully involved with the pastoral and co- curricular activities of the School. Heads of Department will normally act as Form and House Tutors.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Assistant Head (Learning Needs) or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

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Candidate Specification

It is expected that the Head of English will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable

A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Have experience of teaching English at KS3, KS4, KS5 and of preparing students for Oxbridge entrance	L		E
Have experience of teaching IB English	L	I	D
Be a graduate in English or a closely related discipline	L		E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L		D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people	L	I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Head of English.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a brief covering letter addressed to the Headmaster, Mr JM Barot. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Wednesday, 27 March 2019, at 9am.

Interviews are currently planned for Thursday, 04 April 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.