



WOLVERHAMPTON
GRAMMAR SCHOOL

HEAD OF ENGLISH

Required for September 2019.
Competitive salary available.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512 and as a **selective** and **co-educational independent school** of **741 pupils aged 7-18 years**, it enjoys an **outstanding reputation**. **Award winning** and judged **"Excellent"** by the Independent Schools Inspectorate, this is your opportunity to join a **nationally recognised, forward thinking School**.



If you are a talented, engaging and dynamic English teacher with a love of language, reading, thought and discussion, and if you feel ready to develop and lead outstanding teaching of English throughout the curriculum, this is a post for you.

This is a rare opportunity to shape and lead a key academic department. You will use your expertise in both literature and language to teach up to A Level and beyond, including Oxbridge preparation. You will shape the future direction of the English curriculum at the School and work closely with, and influence, other academic disciplines such as Theatre Studies and Drama, as well as liaise closely with our Junior School, and the library.

A track record of successful experience in teaching A Level English Literature is a pre-requisite for this post. Experience, or a manifest ability to teach A Level English Language and/or A Level Theatre Studies is desirable.

The successful candidate will join a community of teachers who excel in delivering a personalised, individual learning experience. You will have access to a range of professional support services including HR, IT, library services, Marketing, Communications and Development.

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan.



For more information about the School and to download the Job Description and Application form, visit www.wgs.org.uk or contact Marsha Martin tel 01902 421326 email mmm@wgs-sch.net

CLOSING DATE FOR APPLICATIONS:
FRIDAY 18th JANUARY, 12PM

INTERVIEWS WILL BE HELD WEEK COMMENCING
MONDAY 21st JANUARY 2019



INTRODUCTION TO THE ENGLISH DEPARTMENT

The English department lies at the academic core of the School. It is a subject central to the School experience of every child up to IGCSE, and remains important to many thereafter as they progress on to A Level.

English is a popular subject at School, and it has a strong record of sending students to read English, or analogous subjects, at leading institutions including Oxford, Cambridge, other Russell Group universities and prestigious organisations such as RADA.

The School has a global alumni community, known as Old Wulfrunians, and many of them have used English as a springboard for success in their careers, notably in the worlds of the arts, journalism, politics and public service.

The English department consists of four full-time teachers and one part-time teacher who teach throughout the School. Occasionally, English is delivered at Key Stage 3 by other teachers who have appropriate qualifications. The department inhabits its own area within the School site, including a well-stocked departmental office. Teaching is carried out in dedicated classrooms, as well as the Sixth Form Centre.

The School places a high emphasis on the use of technology in teaching and all teachers use iPads and online technology to enhance their lessons. There are digital projectors in all classrooms.

English is taught as a living, dynamic subject. Students study both language and literature in all years, and are taught in their class groups. Classes are mixed ability. In Year 7, there is an additional lesson per week called 'Language Skills' (aimed at boosting and strengthening technical aspects of grammar and syntax) in which setting is carried out. Students' reading is monitored closely throughout the School, in collaboration with the Library, through the use of the Accelerated Reader programme.

The four traditional components of reading, writing, speaking and listening are focused upon in all years across Key Stages 3 and 4. At Key Stage 3 there is a strong emphasis placed on literature: elements of the traditional canon are taught, but by no means with a heavy emphasis. Language and Literature become discrete areas of study in the Sixth Form, together with the opportunity to study theatre and performance through Theatre Studies.

Drama is a timetabled lesson in Years 7 and 8. The latter disciplines, Theatre Studies and Drama, fall under the aegis of the Director of Drama, who works closely with the English department.

The English department delivers the Edexcel IGCSE: all students are entered for both language and literature, and we opt for the exam plus coursework route rather than two exams. We gained our first set of results for the new specification this year, achieving 100% pass rate in Language (which makes five years in succession overall), with 62% pass rate at levels 9-8, and 81% at levels 9-7. In Literature, the pass rate was 99% (one student received a level 3 award), achieving 49% pass rate at levels 9-8, and 81% at levels 9-7. In the last five years, only two students have failed to gain a C or Level 4.

At A Level we deliver the OCR specification for both English Literature and English Language; in recent years there has been one set in each subject, but having two literature sets is not unknown. In Literature, the results in 2018 were 63% A*-B and continued the department's track record of 100% passes over many years; A*-B has been 85% overall since 2012, and in that time no student has received a grade lower than a C. In Language, which we began teaching in 2011, we have a 100% pass rate overall in that time, with an overall A*-B rate of 60%. In 2018, A*-B was 56%.

Elsewhere within the School, the English department has a high profile, running a number of theatre trips each year, hosting the Young Shakespeare Theatre Company annually to do a workshop with Year 7 (and Year 6) and academic lecture visits with Sixth Form students. There is a thriving reading club based in the library. Traditionally, the highest profile element of extra-curricular involvement for the English department is school drama, with two major productions per year, one for senior students and one for middle and junior students (Years 10 - 7). Historically, it has been the norm for the English department to be strongly, but not exclusively, involved in these productions. A willingness to be involved in school drama productions would be advantageous.

National award winning and recently judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading Independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do. Our staff benefit from a comprehensive and personalised professional development and leadership programme.

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JOB DESCRIPTION: HEAD OF ENGLISH

Summary of the role:

Providing academic leaderships, team management and administration for the English Department.
Line management responsibility for the English Department teaching staff.

Academic Leadership:

- to establish the department's aims and objectives and to set and maintain the quality and standard of work
- write a departmental development plan and formulate and execute an annual self-evaluation
- to teach to the highest standard, aiming to be the foremost advocate of the teaching of the subject within the department
- to keep up-to-date with new techniques and concepts in the subject
- to ensure that correct procedures are adopted and maintained by all who work in the department
- to keep in touch with developments in Higher Education and with entrance procedures/requirements for particular courses
- to promote improvement of academic standards throughout the school

Team Management

- to review and appraise the work of each member of the department and to encourage and take an interest in the work of each member of the department (including any technical and support staff), especially any new appointees
- to arrange regular meetings of the department in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice
- to balance the strength which each member of the department might have in teaching a particular ability group with the necessity of avoiding staleness, complacency and inflexibility (which can arise after over-long concentration on one specific set or teaching programme)
- to ensure, in consultation with the Deputy Head, that members of the department receive appropriate opportunities for INSET/career development
- the Head of Department is required to carry out such additional duties as may be required from time to time for the proper performance of the duties of this role
- the Head of Department may also be required to undertake such other comparable duties as the Head requires from time to time

Administration:

- for each year group, provide appropriate programmes of study, ensuring they are current and that they are appropriately followed
- provide appropriate resources for the department
- to take responsibility for the annual departmental budget, ensuring that expenditure stays within the limits of the budget, and to liaise with the Deputy Head and the Bursar over any additional funding needed
- to arrange the staffing and rooming of the department's timetable in consultation with the Deputy Head
- to oversee the setting of internal examinations and tests as appropriate, fulfilling any requests made by and meeting any deadlines set by the Deputy Head
- to oversee the writing of reports and assessments
- to oversee the entering of candidates for external examinations, liaising with the Examinations Officer as required and providing predicted grades for candidates
- to keep records throughout the duration of the Headship of department, showing set sizes, common test results, grades achieved in mock exams, grades achieved in public exams and any other details felt to be important to the department
- prior to the annual departmental review, provide an annual review of public exam results
- produce and maintain a thorough Departmental Handbook
- to control text books and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION: HEAD OF ENGLISH

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	<p>Qualified teacher status.</p> <p>Good honours degree.</p> <p>Good A Level qualifications.</p>	Evidence of formal in-service training.	<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
Experience	<p>Experience of teaching in at least two schools.</p> <p>Experience of teaching A Level English including Language and/ Literature.</p> <p>Experience of whole school and/or departmental initiatives.</p> <p>Teaching and supporting students across all abilities and giving confidence to weaker students.</p>	Managerial experience of a whole school area/project.	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Skills	<p>An ability to differentiate teaching to meet all needs and to stretch the most able.</p> <p>The ability to motivate and inspire pupils.</p> <p>Strong ability to communicate orally and in writing.</p> <p>Empathy when working with others.</p> <p>English competency.</p> <p>Ability to use variety of teaching methods.</p>	Strong organisational skills.	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Knowledge	Knowledge of A Level English specification.		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<p>A passion for teaching and learning.</p> <p>Ability to display warmth, care and sensitivity in dealing with children and young people.</p> <p>A positive attitude to using authority and maintaining discipline.</p> <p>A willing team player who works productively.</p> <p>Ability to prioritise.</p> <p>A willingness to work with parents and carers to ensure positive outcomes.</p> <p>Willingness to be involved in the wider life of school.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

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