



HEREWARD HOUSE SCHOOL

The School

Hereward House, one of London's leading academic preparatory schools for boys aged 4-13, was founded in 1951 and is accredited by the Independent Association of Preparatory Schools. It provides the firm foundation boys need in order to achieve fine results at Common Entrance and scholarship and the skills to succeed in their Senior Schools and in life.

As a school, we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our boys, we believe that a school should not be an exam factory. We strive to create a stimulating, purposeful, safe, and happy community, where every child feels valued and secure. We aim to be a school where boys will be encouraged and assisted to develop academically, morally, emotionally, culturally and physically. It is our belief each one should enjoy his school days and reflect upon them with pride, pleasure and affection. We are preparing boys not just for senior school, but for life.

The school seeks to provide a lively, stimulating and intellectually demanding education in a friendly and well-disciplined environment. Modern approaches are employed alongside those traditional methods that have proved their worth.

The Headmaster, Pascal Evans, leads a highly qualified and dedicated team. The curriculum is varied and interesting, and almost every boy learns an instrument. Games, especially team sports, are important. Co-curricular and extra-curricular activities are an integral part of school life.

By providing a happy and challenging environment, the school aims to meet the needs of the individual child, enabling him to reach the highest standards of personal achievement in both academic and non-academic fields.

Recent exit routes for boys can be found at <http://www.herewardhouse.co.uk/Leavers>

The Position

September 2017

Hereward House is seeking to appoint a highly motivated and innovative individual to lead the English department. The school will be looking for the successful candidate to build on recent outstanding results at 11+, Common Entrance and scholarship examinations. Despite

the schools mixed ability intake, the majority of boys gain entry to top London day schools and leading boarding schools. Previous scholarship and Common Entrance experience is advantageous but not essential.

The successful candidate will be passionate about English and will be keen to challenge and stretch our very able boys in order to encourage them to strive for excellence.

Role of Head of Department

The responsibilities and duties of the successful candidate will be to:-

Liaise with the teachers within the English Department, especially in the Junior and Middle schools.

Provide leadership and guidance to colleagues who teach English within the school.

Plan the curriculum, implement and develop the English scheme of work throughout the school.

Set the tone for the department by delivering stimulating lessons and promoting the benefits of reading throughout the school.

Track pupil progress.

In conjunction with the Headmaster and the Director of studies, to define the policy, aims and objectives of the English department.

Observe English teaching and scrutinise work within the school ensuring departmental policy is followed and is in line with the current school curriculum policy.

Keep abreast of all aspects of curriculum development within English teaching and keep up to date with all changes in relevant external examinations.

Plan and mark internal English tests and examinations.

Organise the use of equipment, the provision of text books, exercise books and IT resources.

Ensure that all members of the department keep accurate assessment records of all pupils.

Liaise with the learning support department regarding pupils with diagnosed or suspected special educational needs or in need of additional English support.

Role of Teacher (these are set out in the School Handbook and Curriculum Policy, the following list is non-exhaustive)

The responsibilities and duties of the successful candidate will be to:-

Plan interesting, differentiated and varied lessons.

Prepare pupils for entry examinations, Common Entrance and Scholarship examinations at 11+ and 13+.

Act as a role model to boys by behaving in a professional manner at all times.

Have excellent classroom management and safeguard the health and safety of pupils in line with school policy.

Mark and access classwork and homework regularly.

Assist in school trips and visits in line with the Education Visits Policy.

Write written reports and attend parents' evenings.

Help the Headmaster and director of studies write pupil references by providing information on pupil progress.

Undertake CPD.

Attend staff meetings and staff briefings to discuss curriculum, pastoral and other matters.

Share in the pastoral duties on a rota basis and if required cover the class of a colleague on short-term absence.

Assist with additional activities (i.e. Games or after school clubs) if required.

Attend all major school calendar events.

Report any academic or behavioural problems to the Deputy Head, Director of Studies or the Headmaster

Communicate with parents when required.