



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Head of English
Job Purpose:	To lead the English Department in achieving outstanding teaching and learning, and to inspire, encourage and empower our pupils to achieve their very best in the subject of English
Reporting Line:	Assistant Principal – Learning and Teaching
Start Date:	September 2020
Tenure:	United Learning Pay Structure, plus a TLR and remission

Key Responsibilities:

1. Teaching and Learning

- To lead by example - model outstanding teaching and learning; this includes teaching up to 13.5 periods per week
- To lead the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice
- To monitor the quality of teaching and learning through regular observations of department staff, work scrutiny and pupil feedback
- To challenge teachers who underperform and use coaching strategies to help them improve, working closely with the Senior Leadership Team and line manager to ensure that correct support is provided
- To coach and support members of the Department to quality assure skill/knowledge base along with willingness to improve/develop is high
- To develop members of the team through clear and carefully planned distribution of suitable tasks – for example peer observation, methods for using AfL and other new initiatives. Identify strengths in the team to ensure the embracing of new teaching strategies, and pupils' learning
- To promote the use of Digital Learning Technologies to support pupil achievement
- To ensure the smooth, efficient, supportive and rigorous running of Department policies, including the application of rewards and sanctions

2. Results

- To track and monitor pupil progress and achievement within the subject area across all Key Stages, using baseline data
- To lead in taking appropriate action to intervene in pupils' underachievement, which is likely to include communication with the appropriate Form Tutor/Head of Year/Senior Leadership Team member and parent/s
- To promote the use of target-setting and high-quality pupil feedback to inform teaching and learning strategies
- To ensure that teachers support pupil progress
- To review, analyse and evaluate results throughout the year and for the examination analysis and subject review meetings, sharing the process with the Department so that all are aware of the development points
- To ensure that reporting on pupil progress follows the School's policies.



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3. Curriculum

- To work collaboratively with the Department on continually developing and updating the Schemes of Work
- To use areas of strength and expertise amongst the Team and beyond SHS to enhance curriculum delivery
- To lead, with appropriate consultation, on changes in specifications and/or exam board
- To ensure that students are advised on relevant university courses and maintain subject links with relevant industries, careers and higher education
- Keep abreast of, and communicate to the Department, changes in policies, guidelines and other national initiatives
- To ensure compliance with requirements for exam entries and arrangements
- To ensure that written records are kept as appropriate and in accordance with the Data Protection Act 1998

4. Co-Curricular

- To work collectively as a team, identifying suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience
- To delegate the organisation and administration of trips appropriately amongst the Team
- To monitor and develop/support the contribution made by members of the Team to co-curricular activities
- To ensure accurate and up-to-date information is maintained in relevant co-curricular documentation

5. Values

- To engage in on-going personal and professional development in order to provide high quality and innovative educational leadership
- To effectively communicate whole School changes to the Team, coaching teachers to develop their understanding and skill base surrounding new learning strategies
- To be aligned to the School's values and ethos to ensure departmental ownership of whole school change
- To ensure Department compliance with agreed School policies for assessment, recording, contacts with parents etc.
- To promote the School's ethos of 'May Love Always Lead Us' and the 'Best in Everyone'
- To implement all school policies
- To work co-operatively with the Senior Leadership Team and all colleagues
- To promote the School and its training courses and activities, including participation in external and internal marketing activities
- To uphold the good reputation of the School and of United Learning with pupils, parents and other stakeholders
- To ensure that the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum
- To carry out any such duties as may be reasonably requested by the Principal



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6. Staff and Resources

- To demonstrate and role model constructive leadership behaviours including:
 - Providing encouragement, support and assistance to colleagues at all levels
 - Managing the performance of all staff in line with current legislation and United Learning policy and procedure
 - Being aware of and able to positively influence staff morale
- To support staff through coaching and mentoring to be outstanding practitioners
- To advise the Senior Leadership Team on staffing requirements, the deployment of Department staff (including technical support staff) and the timetabling of courses, classes and rooms
- To ensure effective Department communication, both informally and through regular Departmental meetings
- To participate in the appointment of Department staff where required
- To lead the Department in the performance management and professional development of staff, appraising subject staff as agreed with the Senior Leadership Team
- To monitor, review and promote subject staff development (including their own) and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate
- To advise on financial and resource needs of the subject(s) and manage relevant budgets
- To ensure that both subject-specific and general requirements of Health and Safety policies are met, designating a member of the team to oversee this, to ensure efficient, safe, secure and attractive use of Departmental accommodation, equipment and materials

7. Subject Specific

- To ensure links across the Preparatory Schools are well developed and maintained
- To lead and organise effective marking of entrance exam papers and record data centrally
- To be available to look at entrance exam papers and comment on suitability of candidates
- To organise the marking of occasional place English exams as needed
- There may be particular responsibilities linked to the subject that may be added when necessary



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Good Honours degree
- A postgraduate teaching qualification (QTS desirable but not essential)
- Evidence of further relevant professional development would be an advantage

Skills

- The ability to lead, inspire, motivate and support pupils and colleagues
- Have a vision for and the ability to translate the Surbiton High School strategy into reality
- The ability to work in a leadership team in a successful and dynamic school
- Excellent organisational, administrative and ICT skills

Experience

- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of leading and collaborating with colleagues

Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Personal Qualities

- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

Attitudes

- An enthusiastic team player with strong leadership qualities
- A reflective and flexible approach and the ability to think creatively and imaginatively
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- High expectations for pupil attainment, personal development and conduct
- Committed to the Surbiton High School's ethos and to representing the strategic vision for the School
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training for this role



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Application Details

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

8:00am Wednesday 26 February 2020

Interviews to be held week commencing:

Monday 2 March 2020

Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email recruitment@surbitonhigh.com



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.