

JOB DESCRIPTION

Head of English

Promote and exemplify the School Mission:

'To inspire each child with a love of learning and prepare them for a fulfilling future.'

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- Provide effective and energetic leadership to drive forward the curriculum and assessment of English across the School.
- Deliver outstanding lessons and instil a love of English in pupils, promoting excellence and upholding the School's Values and Mission.
- Involvement in co-curricular activities, according to strengths.

2. Relationships (including accountability)

- The post holder reports to the Academic Deputy Head and the Senior Deputy / Head of Pastoral and works in partnership with the Headmaster and the Senior Leadership and Senior Management Teams.
- The post liaises closely with the Head of Middle School, Head of Upper School and colleagues in the Pre-Prep to ensure consistency of the delivery of English across all key stages.
- The post holder assumes line management responsibility, including appraisal, for English Teachers in the Prep School and the School Librarian.
- The post holder interacts on a professional level with colleagues seeks, and builds productive relationships to promote mutual understanding of the pupils' needs and School development.
- The post holder will be an active participant in forming, building and maintaining positive professional relationships with parents and other key stakeholders.
- To support effective communication and PR links with the wider community, including feeder and destination schools, and foster relations with former pupils, parents and staff.
- To participate in arrangements for appraisal and professional development, including working with assigned Staff Appraisal (SAL) and Personal Development Leaders (PDL).

Duties & responsibilities

As Head of English:

- Lead on teaching and learning initiatives in the English Department to deliver a curriculum that is rich, balanced, creative and innovative, and which meets the needs of all children. Update regularly in line with national trends, interests and cross-curricular links.

- Plan and structure exciting and imaginative schemes of work which will ensure academic targets/needs are met, pupils make appropriate progress, and intervention strategies are in place and monitored.
- Promote English throughout the School and organise events such as public speaking competitions, debating, workshops and exhibitions. Liaise with the Librarian with regards to author visits and book events.
- To market the department through the use of Twitter and other online platforms to showcase pupil work and examples of excellent practice.
- To design, maintain and update English department Firefly pages to ensure a strong digital presence for English within the School.
- To be responsible for the English Department budget, including planning, recording and reviewing expenditure as appropriate.
- Inspire, motivate and develop staff, and actively promote team work and collaboration. Confidently garnering the input of the English team and building upon the skill set within the department.
- Promote high expectations in staff and pupils, and encourage initiatives to extend the scope and quality of the children's education.
- Undertake rigorous quality assurance to ensure that pupils and colleagues are performing according to expectations.
- In conjunction with the Academic Deputy Head, monitor the quality of teaching and learning in the English Department, to ensure consistency and high standards.
- In collaboration with the Academic Deputy Head and Senior Deputy Head/Head of Pastoral Care, ensure that Staff Development needs are identified and appropriately met.

Teaching and Learning:

- To be the lead teacher of English within the department; to inspire colleagues through the delivery of outstanding lessons.
- Demonstrating the highest standards in planning and assessment.
- Effective data analysis to inform pupil progress, frequent target setting and tracking of pupil performance according to these targets.
- Monitor pupils' personal and academic progress and ensure appropriate support is provided.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on School premises and when authorised to be in charge of them outside School.

General:

- Attending meetings and undertaking duties as reasonably requested by the Head.
- Co-curricular involvement and initiatives according to particular strengths.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).

3. Safeguarding Children

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 their duties, 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 one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.