

**Job Title:** Head of English Secondary and Prepa

**Department:** English

**Accountable to:** Academic Head (Secondary/Prepa)

**Role Description:** You will lead an innovative and dedicated English Department, teaching with ambition for our students and wanting them to achieve the highest academic standards across Key Stage 3, Cambridge IGCSE, AS & A Level, with some EAL support

Promotion of student engagement to give them a passion for the subject will form a key part of your role.

As Head of Department you will coordinate the English department within the secondary/prepa age range, aiming to secure high-quality learning and teaching, effective use of resources and the highest standards of achievement for all pupils.

As a subject teacher, it will be important to develop strong and positive relationships with your students, colleagues and parents, forming an integral part of the community.

This role, as part of being a teacher at the school, will also offer opportunities for trips around the region. Someone with a sense of adventure will benefit.

### **Key Responsibilities:**

Head of Department responsibilities:

- To be accountable for the standards of teaching and learning and pupil progress in the department throughout secondary and Prepa.
- To lead, manage and develop their subject area(s), including General English and English Literature for both English as a Second language and English First language students.
- To manage a team ensuring best practice across identified areas of the curriculum.
- To develop the use of ICT to support and enhance teaching and learning.
- To impact on the educational progress of all pupils. Monitor progress and have ready any necessary interventions for pupils who potentially fall behind.
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants.
- Have a sound knowledge of issues related to their department.
- Keep up to date with developments e.g. teaching methods, syllabus changes, resources and assessment issues.
- Encourage displays of children's work and celebrate children's achievements.
- Devise an annual action plan for the development of their area across the secondary/prepa phase.
- To ensure that all students are thoroughly prepared for their examinations and, if applicable, all coursework components are standardised and marked to the correct standard.
- Review year group skill descriptors for skill reports each year and make any necessary changes
- Establish resource and staff requirements and inform the head teacher of costs and priorities.
- Ensure the effective and efficient management of learning resources by carrying out regular inventory checks and ordering new resources when needed.
- Leading and Managing Staff
  - Lead professional development of teaching staff and assistants through example,

- support and liaison with the leadership team.
- Ensure that trainees, newly qualified teachers and staff new to the school receive appropriate support for teaching and learning.
- Engage in staff recruitment for future members of the English Department.

#### Head of Department Teaching and Learning Expectations:

- Plan and monitor coverage, continuity and progression for both the SEP and the Cambridge curricula.
- Ensure that teachers are confident in teaching the curriculum and schemes of work.
- Support and guide teachers to select the most appropriate teaching and learning methods and resources to meet the needs of the pupils.
- Evaluate the teaching and learning of their subject area through monitoring activities including:
  - Lesson observations
  - Work and planning scrutiny
  - Pupil discussions
  - Analysis of results and assessment data
  - Attending monthly HoD meetings
  - Leading staff training sessions
  - Informal discussions
- Use this analysis to identify effective practice and areas for improvement, before taking action.
- Planning and delivering innovative and engaging lessons that follow the KS3, IGCSE, AS & A Level curriculums
- During lessons, actively promote the ethos of the school and positive behaviour policy
- Familiarise yourself with the VICTORIA marking and feedback policy,
- Support the implementation of the VICTORIA Teaching and Learning policy
- KS3 skills report writing, IGCSE and AS/A level report writing
- Be curious and open to explore, share and implement innovative teaching and learning methods
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work

#### Pastoral and Safeguarding

- Take a pastoral interest in pupils in and around the school environs so that they feel noticed, valued and cared for.
- Reward and notice positive behaviour
- Communicate with parents where necessary ,
- Keep up to date with effective child protection measures as well as attend school-provided CPD training
- Positively engage in extra-curricular events
- Treat all students fairly, consistently and without prejudice.
- Provide thorough risk assessments as required prior to activities and trips

#### Training

- Attend weekly CPD sessions provided by the school
- Participate proactively in the school appraisal process
- Seek CPD opportunities as they arise

#### Extra-Curricular Activities

- Offer termly, once a week after school activities. These can be either to offer further academic advancement, sport, or an opportunity to share a passion of your own.
- Participate in school trips, residential and day
- We engage regularly with the school community with multiple events such as Noche Mexicana and Día de Los Muertos. Participation at these festivities is a key part of developing the positive relationships with all those linked with the school

#### Other professional requirements

- Establish and maintain effective working relationships with secondary heads of department and other subject leaders to develop cross curricular links and creative approaches to learning.
- Be aware of the need to take responsibility for personal professional development.
- To develop links with other schools within the LAHC
- Take overall responsibility for fulfilling the SEP CTE requirements, as sent by the Directora Técnica.

#### Job specification

##### Essential

- A genuine passion for education, with the ability to engage, motivate, and positively impact young people
- Experience of teaching KS3 and KS4
- PGCE in secondary English or equivalent teaching qualification
- Energy, enthusiasm, and a positive, flexible, and resourceful approach to working in a dynamic school environment

##### Desirable

- Previous experience as a Head of Department
- A proven track record of excellence in personal, academic, and professional achievements
- Full Qualified Teacher Status
- Experience of KS5
- In-depth expertise in and passion for their subject and the ability to inspire students and support outstanding progress
- Experience teaching IELTS/TOEFL or students with EAL is a benefit but only as a compliment to PGCE or Equivalent teaching qualification.
- Experience of the Cambridge International program
- Experience in providing pastoral care and promoting student wellbeing, with a strong focus on promoting positive behaviour and high standards of welfare
- Excellent interpersonal skills, with the ability to work both collaboratively with colleagues and independently and a track record of establishing strong, positive relationships with families
- A commitment to their own continuous professional development
- Strong organisational and administrative skills, able to plan and prioritise a varied workload, meet deadlines, and work well under pressure

#### Interview process:

- 2 Stages
- First interview will be conducted by Academic Head of Secondary and Prepa with support from the Head of Department
- Second stage will be with the Head and Deputy Head of School
- Interview process will be done online via Google Meet