



Saint Martin's

An Exceptional Independent School for Girls



**Candidate Brief: Head of Department - English.
Full-Time. Required for September 2018**

School Life



Saint Martin's School is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19th century.

The School was founded in 1941 and has a tradition of providing the very best education for girls from Nursery through to Sixth Form, from 3 - 18 years old. Our academic expectations are high and Saint Martin's is a school where girls succeed to the very best of their ability. Our girls grow up in a supportive community where each girl is encouraged to reach her full potential.


Our small class sizes ensure that girls are given individual attention and guidance. They are taught in a stimulating environment, with a supportive combination of both academic and pastoral care at all stages of their school life. Every girl in our care has a wide range of extra-curricular opportunities to choose from in order to promote and develop individual talents as well as new interests. Girls develop the skills, knowledge and personal qualities required to enable them to adapt to a world where the way of working is undergoing rapid change.

The school is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

Our staff aim to provide an all-round education of the highest quality in a safe, happy, supportive and stimulating environment. All staff give generously of their time and energy to enhance the educational experience and to give support to the girls both in and out of the classroom. The girls are able to take part in a wide range of extra-curricular activities, enrichment clubs and educational trips to support their academic learning. Communication with parents is a high priority and contact is very much encouraged, in addition to the regular programme of parent evenings and formal reporting.

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Our School House system encourages girls to interact with their peers across all years within the school. House Points are awarded as a reward for effort, achievement and perseverance across the curriculum, sporting endeavours and also any extra-curricular activities that girls may dedicate time to. These can include participation in the School play (either on stage or behind the scenes), the annual Charity Music Concert and Debate Club. The wide range of Inter-House activities and events ensures that all girls can take an active part, whatever their interests, enabling them to feel part of the Saint Martin's community.

Academic Results

Our staff are passionate about their subjects and about sharing their knowledge with the students. The school uses baseline data to support assessment and progress, and there is an established reporting schedule to provide regular feedback to staff and parents. Our personal tutor system aims to support each student academically and pastorally.

The academic results of the girls speak for themselves. In 2017 the Upper Sixth students received a record number of top grades and all gained places in their first or second choice University. At GCSE, girls gain on average 10 GCSEs. The School was placed in 27th position in the DfE League tables following the 2016 GCSE results. The School was last inspected in November 2017 by ISI and a copy of the Report is also on the website.

Facilities

Our beautiful listed building, Malvern Hall, lies at the heart of our school site. The grounds behind the school hide a wealth of facilities, including separate blocks for Nursery – Year 2, Junior School and Sixth Form. We also have the Saint Martin's Arts Centre (SMArt), opened in 2012, providing a purpose built space for performing arts. Our sports facilities include 20 acres of grounds, all-weather astroturf pitches, an indoor swimming pool and sports hall.

The Curriculum



Nursery to Year 2

Within the setting of Malvern Hall there is a safe and secure environment where the children are able to benefit from the extensive grounds. It's a happy, friendly and stimulating place to be and with the guidance of experienced teachers our children follow a broad curriculum. Working individually and in small groups they achieve their full potential.

Emphasis is put on oral fluency in the early years, in order to develop a wide vocabulary, encourage clarity of expression and foster an ability to reason. This is achieved initially through a variety of pre-reading and practical number activities which prepare the children for the more formalised schemes of Mathematics, Writing, Reading and Language Development. Science and Technology are also taught as individual subjects and are introduced at a very early stage, as is ICT. The use of computers is introduced in the Nursery and, as they progress, the children use them in all subject areas. An enrichment programme including Music, Dance, PE, Art, Craft and Drama is included in the curriculum for the whole school and, from Nursery; children also receive weekly swimming lessons. Throughout, careful attention is paid to the requirements of the National Curriculum and each child's learning is individually structured and monitored by the form teachers who liaise closely with parents.

Small classes ensure that each girl develops her aptitudes and abilities to the full, and is helped to achieve a high level of attainment, so that she may move on with confidence. Extra-curricular activities play a large part in the formation of a girl's whole personality. Consequently all girls take part in the annual play, and educational and cultural visits are arranged each year for each class. As the girls progress, there are opportunities to join Music groups and Sports teams.

The Curriculum (continued)



Junior School – Year 3 to 6

The main aims are to combine well-structured learning with enjoyment and enthusiasm and to promote self-esteem and confidence.

Careful note is taken of the National Curriculum. The core subjects of English, Mathematics, Science and ICT have high profile in the weekly timetable; they are complemented by History, Geography, Religious Studies, Art and Technology. These subjects are taught by a combination of form and subject teachers. In addition all girls have lessons in Music and Drama, PE, Games, Swimming and Dance, all taken by specialist staff. Classes are small and pupils are in ability groups for the teaching of Mathematics. The Modern Foreign Languages of French, Spanish and German are taught by specialist language teachers from the Senior School.

Classrooms provide a lively and stimulating environment in which to work. Pupils use specialist facilities for Physical Education, Drama, Dance and Music and each girl uses the networked computer systems with confidence across all subject areas.

Extra-curricular activities include Choirs, including Chamber Choir and Orchestra. The Drama Club is extremely popular. There are a variety of other clubs, which encompass academic and sporting interest. Gym Club, Trampoline Club and a variety of swimming clubs are all popular. Team activities such as Tennis and Netball are popular and, for those of an artistic nature, Art and Craft Club is well attended. Further enrichment is provided by an exciting and diverse range of cross curricular trips and residential visits.

The Curriculum (continued)



Senior School

Girls are encouraged to achieve their full potential in a wide range of academic, practical, creative and physical activities. The staff through differentiation aim to stretch the most able, while at the same time supporting those who lack confidence in some areas of the curriculum. Girls are set by ability for Mathematics from Year 7. From Year 9 the Sciences and English are also taught in sets.

Key Stage 3

All girls follow the same broadly based curriculum in Year 7 of English, Mathematics, Science, MFL, Latin Studies, History, Geography, Religious Education, Art and Design, ICT, Design and Technology, Home Economics, Music, Drama, PE and Dance. In Years 8 and 9, girls have the opportunity to study a second language, Latin or Classics. The three sciences are taught separately.

Key Stage 4

At the end of Year 9, girls currently begin a programme of studies leading generally to examination in ten GCSE subjects. Girls are encouraged to continue with as varied a curriculum as possible in order to allow both a wide choice of A Level subjects and career opportunities. All girls continue with English, English Literature and a Modern Foreign Language, and also Mathematics, Biology, Chemistry and Physics. In addition three other subjects are chosen from the following: History, Geography, Religious Education, Classical Civilisation, Latin, French, German, Spanish, Art and Design, Music, Drama, Food and Nutrition, ICT.

Sixth Form

The majority of girls study three subjects at A Level in the Sixth Form. A wide choice of subjects is offered: Business Studies, Economics, Further Mathematics, Photography and Psychology in addition to those studied in Key Stage 4. Additional subjects such as AQA's EPQ are very popular. There is extensive support given for UCAS applications and career choices, and girls have every opportunity to help develop their leadership skills by helping with the younger girls.

Each year the Upper Sixth are always successful at gaining places at top universities such as Bristol, Durham and Nottingham in a wide range of subjects from Medicine to Psychology to Urban Studies.

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Beyond the Classroom - Extra-curricular and Enrichment Activities



“An excellent programme of extra-curricular and enrichment activities supplements the taught curriculum most effectively and has a significant impact on the pupils’ personal development.” ISI Inspection Report, January 2013

A full programme of extra-curricular activities and trips enriches timetabled lessons. We believe in offering our pupils the opportunities to develop as individuals, the time to find talents and the support to excel. As such our extra-curricular and enrichment programme is rich and extensive.

During lunchtime and after school, girls have the opportunity to join choirs and musical ensembles, take part in drama and dance groups and be part of one of the many sports teams. In addition there are clubs to suit all interests including bridge, gardening, craft, Christmas cake decorating, Spanish and debating. There are annual concerts and drama performances for all year groups. Last year’s highlights include the Alice House Nativity, the Year 5 performance of “Grimm’s fairy Tales”, the Junior School musical recital and the Senior School production of “The Lion, the Witch and the Wardrobe”.

In addition to our many extra-curricular clubs we believe that learning takes place outside of the classroom as well as in school. Girls in Alice House learn about the outdoor environment through the “Forest School” programme. In the last year, as part of their learning the girls in Alice House and Junior School have visited the Butterfly Museum in Stratford, the design and manufacturing departments at Jaguar Land Rover and enjoyed a trip to the theatre to see “Gangsta Granny”. In the Senior School the Geography department organizes field trips for all year groups, Drama students have the opportunity to see local and national productions and Art and Design Technology students visit major exhibitions in London. These trips are just a snapshot of the variety of trips on offer to girls.

Overnight and residential trips are organised for girls of all ages. These include “sleepovers” in school, outdoor pursuit weekends at PGL, a visit to London for girls in Year 6, the ski trip, the Classics trip to Bath and the annual Sixth Form cultural trip which was to India in October 2016.

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English

The Department

The English Department at Saint Martin's is made up of a range of talented and enthusiastic individuals, both full time and part time, bringing in different subject areas such as Classics and Drama.

We are a highly successful department that work closely and supportively together to develop and enrich our teaching, providing a stimulating environment for our students. We encourage the girls to enjoy English and to be keen readers, as well as giving them wide ranging language skills. Girls are in set groups from Year 8 through to Year 11, to foster a supportive environment where girls can work at a pace that suits their abilities, whilst completing the same curriculum and also providing stretch and challenge. We aim at excellence and encourage each individual to reach their full potential.

English is taught in a suite of rooms and is well supported by a wide range of literary texts, examination textbooks and IT resources such as 'Exampro' and 'Audiopi'.

The English Department enrich the studies of the girls with frequent theatre trips, lectures and competitions. A member of the department has also regularly accompanied the annual Year 10 History Battlefields Trip. The Head of English is also responsible for the annual publication of the school magazine, the 'Chronicle'.

KS3

We follow a bespoke KS3 curriculum that prepares the girls for all the components and challenges of KS4 and beyond. All girls in Years 7 and 8 follow the Accelerated Reader Programme to develop, monitor and encourage reading skills that we feel are at the heart of their learning.

We foster close links with KS2 to promote continuity of learning; this is an area that could potentially be developed in monitoring and tracking of assessments.

KS4

All girls take AQA English Language and Literature. Our results have been consistently excellent and last year we achieved an outstanding 66% grade 7-9 in English Literature and in 52% Grade 7-9 in English Language.

KS5

'A' level English Literature is a popular choice at Saint Martin's where we study the Edexcel specification. Our results are excellent with last year's candidates achieving 83% A*-B.

Benefits of working at Saint Martin's

We value our staff and are committed to providing a good working environment for all staff and encouraging them to feel part of the Saint Martin's family. There are many benefits to working at the school, including:

- Free parking on site
- Excellent lunch provided during Term Time
- Pension scheme
- Professional development opportunities
- Wellbeing activities, such as staff swimming sessions and running clubs



The Senior Leadership Team

The Senior Leadership Team (SLT) at Saint Martin's School has six members; the Head, the Director of Finance and Operations, the Director of Development, the Head of Nursery – Year Six and two Deputy Heads in Senior School.

One Deputy Head takes responsibility for the academic life of the school and the other Deputy Head has responsibility for safeguarding, behaviour, co-curricular activities and day to day running of the Senior School. The Deputy Heads are expected to be flexible in approach and have a desire to take on new roles or exchange responsibilities for their own professional development or the changing needs of the School. The ability to show extensive initiative with appropriate communication and collaboration is crucial.

Whilst specific responsibilities are allocated to individual members of the Team, we work closely as a team whereby all have a holistic awareness of the School. We are all, therefore, able to contribute to debate and decision making from an informed position and, if needed, we can carry out each other's roles. The Team is committed to the strategic leadership and management of the school and maintains a corporate responsibility for the formulation and implementation of all matters of whole school policy.

The Senior Leadership Team co-ordinates formulation of the ongoing development plan that is agreed by the Governing Body and is subsequently responsible for its implementation.



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Job Description

Head of English. Full-Time.

THE ROLE

The Head of English is responsible for the leadership, development and management of the English department throughout senior school (11 – 18), ensuring that each pupil is positively encouraged to develop her potential to the full according to the stated aims of the school. The Head of English is also responsible for leading, developing and enhancing the teaching practice of staff in the department.

These professional duties are to be carried out as circumstances may require, under the reasonable direction of the Head, and as delegated to the Deputy Head.

Line Manager – The Deputy Head (Academic)

The Head of English has the general responsibilities listed below.

General Responsibilities as Head of English.

1. Ensuring that the highest standards of teaching and learning are achieved;
2. Facilitating the highest quality of relationships between staff and between staff and pupils; being responsible for behaviour management of the department;
3. Planning, implementing and reviewing the curriculum taking account of the National Curriculum where relevant; updating as necessary department schemes of work;
4. Ensuring that assessment is both regular and thorough and that full records of work done by members of the department and pupils are kept;
5. Assisting with the appointment and induction of new department staff; development and training of departmental staff and, as necessary, throughout the School; participation in professional review and development arrangements; participation in INSET;
6. Holding regular departmental meetings and arranging for minutes to be kept and distributed;
7. Representing the department in all matters within the school related to the curriculum within department, full staff and other meetings;
8. Liaising with other departments and sections in the school and ensuring continuity and progression between sections of the school and key stages.

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9. Liaising with the Head and/or Deputy Head in all matters concerned with the timetable and curriculum;
10. Liaising with members of the Leadership Team as necessary;
11. Future development of the subject within the school; departmental strategic planning;
12. Agreeing annual objectives; preparing an annual budget; keeping the department within its budget; preparation of annual report for Head;
13. Ensuring that the stock and equipment are well cared for and economically used;
14. Supervising the work of support staff, if relevant, and ensuring that cover work is set in case of staff absences;
15. Ensuring the safety of pupils and staff with reference to the school's Health and Safety policy;
16. Ensuring that the departmental rooms present a stimulating environment;
17. Organising Key Stage 3, GCSE, A Level and other examination entries, with the Examinations Officer where relevant; devising appropriate entrance examination papers and mark schemes for prospective pupils and marking, as necessary;
18. Supporting and contributing to the extra-curricular and enrichment programmes of the school; participating personally in clubs/activities; encouraging and developing departmental involvement.
19. Organising setting arrangements within the department if relevant and communicating them to parents;
20. Implementing the school's ICT policy;
21. Writing and/or overseeing the writing of subject reports and other communications with parents; liaising with parents as necessary.

Additional Responsibilities

1. To be a Form Tutor to an assigned form and to carry out related duties in accordance with the school's stated procedures.
2. Other agreed responsibilities, if relevant.

General Duties

1. To carry out a share of supervisory duties in accordance with published programmes;
2. To participate in appropriate meetings with colleagues and parents relative to the duties and responsibilities listed above;
3. To attend Open Days, Progress Evenings, Staff Meetings etc;
4. To support and be involved in the House system;
5. To undertake all tasks as requested by the Head within your level of skills and ability.

Specific Responsibilities as Head of English

1. To be responsible for the annual publication of the School magazine 'The Chronicle'

The successful candidate will ensure that the standards of Teaching and Learning are maintained at a high level, leading meetings and help to represent the Department within the school.

All staff are required to share general supervisory duties. There is a busy programme of Open Days, parents' evenings, staff, department and committee meetings, and all teachers are expected to attend all those meetings which are relevant to them.

NOTE:

The Job Description may change along with the needs of the organisation and in consultation with the job holder.

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Revised February 2018

Person Specification – Head of English

	Essential	Desirable
	These are qualities without which the applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications	<ul style="list-style-type: none"> • A strong academic background and a good honours degree or equivalent in English. • PGCE or other teaching qualification. 	<ul style="list-style-type: none"> • Other relevant professional qualifications
Experience	<ul style="list-style-type: none"> • Experience of teaching English Literature up to A Level. • Experience of teaching English Language and English Literature to GCSE Level 	<ul style="list-style-type: none"> • Experience of being a form tutor. • Experience of using iPads / technology in the classroom
Skills Knowledge	<ul style="list-style-type: none"> • Excellent teaching, communication and interpersonal skills. • Up to date knowledge of national and curricular requirements in English • Efficiency and reliability. • Excellent time management skills • Ability to lead and manage a team • Active support of the ethos and aims of the school. 	<ul style="list-style-type: none"> • Excellent ICT skills • Willingness to develop the use of ICT in teaching and learning
Personal Qualities	<ul style="list-style-type: none"> • Motivation to work with young people • Emotional resilience • Positive and flexible attitude • Ability to contribute to the extra-curricular activities of the department • Enthusiasm and energy for the subject 	<ul style="list-style-type: none"> • Willingness to be involved with school events and to engage with the wider school community
Safeguarding Children, young People and vulnerable adults	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of pupils • Ability to form and maintain appropriate relationships and personal boundaries with young people. 	

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Remuneration & How to Apply



The Application Form

All candidates are requested to fill in the application form as otherwise their application cannot be considered. Please submit your application by 12 noon – Wednesday 7 March 2018.

References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Shortlisted candidates will have an informal tour of the school, meet with staff and teach a lesson as part of the interview procedure; there will also be a formal interview and assessed tasks.

It is expected that interviews will be held Tuesday 20 March 2018.

Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.



Saint Martin's

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