



**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Summary of the role:</b>	To take responsibility for the teaching of the subject throughout the whole school, offering inspiration and stimulation to both staff and pupils in order to ensure a high level of creativity and motivation throughout the department. Responsible for planning and teaching lessons to classes ranging between years 4-8. To work closely with the Pre-Prep assistant English coordinator to achieve high standards of English being taught throughout the school. To work collaboratively with all teachers of English to plan and deliver a dynamic and engaging curriculum that is suited to the needs of all pupils.
<b>Line management responsibility for:</b>	Librarian and English specialist teachers
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"><li>• To develop departmental planning and schemes of work</li><li>• Ensure teaching and learning within the lessons engages all pupils and accords with whole school policies, agreed programmes of study and planning documentation</li><li>• Develop and maintain up to date knowledge of the requirements of the 11+/13+ CE syllabi and those of the schools to which our pupils apply, to ensure that the children have the best possible preparation to be successful in their examinations</li><li>• Attend departmental meetings relating to planning and forthcoming events</li><li>• Attend any meetings involving Heads of Department and lead meetings relating to the implementation and review of new initiatives within the English department</li><li>• Take responsibility for and ensure that, in liaison with department colleagues, there are schemes of work for each year group</li><li>• Monitor the academic performance of the pupils, discussing results with teachers, SENCO and feeding back to the Deputy Head (Academic) and Head</li><li>• Organise and communicate information to parents about the delivery of the curriculum, as well as providing information to parents regarding the progress of individual pupils</li><li>• Provide parents with information specifically related to the teaching of English throughout the school and the 11+ &amp; 13+ examination process</li><li>• Keep staff throughout the school aware of developments in English: National Curriculum changes; Common Entrance examination and other relevant examination changes</li><li>• Monitor marking and assessment to ensure it is of the highest standard, and is effective and informative to guide students towards improvement successfully</li><li>• Meet with parents of pupils to discuss issues of concern and support individual departmental teachers in their meetings with parents</li><li>• Liaise with other Heads of Department to ensure that opportunities for cross-curricular links are maximised</li></ul>

	<ul style="list-style-type: none"> <li>• Recommend appropriate INSET for English both in terms of whole school directives and for individual teachers to improve their teaching competencies</li> <li>• To initiate, lead and drive change within the department in line with the School Development Plan</li> <li>• Plan and lead workshops and presentations to parents regarding the development of children's English skills, such as phonics, reading and writing, as required</li> <li>• Regularly review and update resources and ensure they are used effectively to support teaching and learning (including the use of ICT) by all members of the department</li> <li>• Maintain a high standard of displayed work that reflects and celebrates pupil achievement</li> <li>• Update and maintain the English section of the school's VLE</li> <li>• Have responsibility for the academic budget for English</li> <li>• Directly line managing the Librarian and English specialist teachers and completing their appraisals</li> <li>• Work together with the assistant subject coordinator of the Pre-Prep to ensure the smooth transition of pupils between KS1&amp;2</li> <li>• Arrange teaching groups and sets where necessary, and allocate departmental staff accordingly</li> <li>• Maintain and annually update departmental policies</li> </ul> <p><b>Pastoral responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To provide and promote high quality teaching and learning</li> <li>• To attend staff meetings, school INSET, and professional courses to enhance and improve teaching and learning</li> <li>• To promote the general progress and well-being of individual pupils</li> <li>• To be vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti- bullying Policy</li> <li>• To promote and safeguard the welfare of the pupils</li> <li>• To maintain a constant awareness of all issues relating to child protection.</li> <li>• To alert staff members to problems experienced by pupils and those concerned with the welfare of individual pupils after consultation with the appropriate staff</li> <li>• To play a full and active part in the life of the school</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To be involved in the preparation of the annual School Magazine</li> <li>• Organise English competitions and enrichment activities both internally and externally</li> <li>• You may also be required to undertake such other comparable duties as the Head requires from time to time</li> </ul>
<b>Working alongside</b>	Heads of departments and Heads of Year

## Person Specification

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	Essential	Desirable	Method of assessment
	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 the essential criteria.	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education at degree level or above.</li> <li>• Qualified Teacher Status</li> <li>• Commitment to continued professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in English</li> </ul>	<ul style="list-style-type: none"> <li>• Review and verification of the applicant's certificates.</li> <li>• Discussion at interview.</li> <li>• Independent verification of qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• Experience of teaching a balanced and academically ambitious lessons</li> <li>• Excellent, inspirational teacher</li> <li>• Proven track record of outstanding teaching of English at KS2 and/or KS3</li> <li>• An imaginative and creative teacher who has the vision, experience and passion to instill a love of English in our pupils</li> <li>• Use of ICT to support teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching children in an independent school</li> <li>• Experience of preparing children for 11/13+ examinations</li> </ul>	<ul style="list-style-type: none"> <li>• Content of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Written/oral communication, dealing with public, team working skills</li> <li>• Experience of effective marking of pupils' work and setting targets for improvement</li> <li>• Ability to make effective use of assessment for learning strategies</li> <li>• Integrity, judgement, tact, discretion, diplomacy and loyalty (to the school, the Head and SLT)</li> <li>• High level interpersonal skills both on a one-to-one level and in more complex scenarios</li> <li>• The ability to foresee, avoid and when necessary, resolve disputes</li> </ul>		<ul style="list-style-type: none"> <li>• Content of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> <li>• Lesson observation.</li> <li>• Assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Positive outlook with proven ability to work as part of a team</li> <li>• High level organisational and time-keeping skills</li> <li>• Resilience, patience and determination</li> <li>• Ability to apply high educational and moral standards, promote the school's aims positively and use effective strategies to monitor motivation and morale</li> <li>• Excellent classroom and behaviour management skills</li> <li>• Ability to differentiate work in accordance with the needs of individual pupils (e.g. EAL, More able learners)</li> <li>• Establish and develop positive relationships with parents</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• National Curriculum for English</li> <li>• The theory and practice of providing for the individual needs of all children (e.g., Classroom organisation and learning strategies)</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress</li> <li>• The statutory requirements of legislation concerning equal opportunities, health &amp; safety, learning support and child protection</li> <li>• The positive links necessary within school and with all its stakeholders</li> <li>• Awareness of new and current teaching initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Common Entrance process</li> <li>• National Curriculum for EYFS</li> <li>• ISI Inspection process and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Content of the application form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Lesson observation</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• A confident team player who can motivate and inspire pupils</li> <li>• Excellent written and verbal communication skills with colleagues and parents</li> <li>• Motivation to work with children and young people</li> <li>• Energy, enthusiasm and positive attitude</li> <li>• Ability to form and maintain appropriate relationships and boundaries with children and young people</li> <li>• Emotional resilience in working with different situations</li> <li>• Desire to work as part of a forward-thinking team</li> <li>• Be a role model to staff, children and the community</li> <li>• Be committed to the school and its ethos</li> <li>• Demonstrate initiative</li> <li>• Committed to CPD and the development and themselves</li> </ul>		<ul style="list-style-type: none"> <li>• Content of the application form</li> <li>• Interview</li> <li>• Professional reference</li> <li>• Lesson observation</li> <li>• Assessment</li> </ul>

**Candidates should ensure that they address all the above criteria in their application form, referring, where appropriate to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.**