

**Job Description**

**Job Title: Head of English**

**Department: English**

**Accountable to: Faculty Chair**

**Responsible for: Second in Department (English) & Subject Teachers**

**Purpose of the Job:**

To manage Departmental staff in order to promote the subject and to lead the teaching of English Language and Literature across the age and ability range from Years 9 to 13. English is a large department within the school. In order to ensure strong leadership and management of both students and staff, there is an overall Head of English supported by a Second in Department. The second in department role will be responsible for a Key Stage.

This is the Job Description for the overall Head of English.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**The English Department:**

There are currently eleven teachers of English, all of whom hold degree qualifications in English and/or related subjects. The English Department works in conjunction with the Film and Media Studies Department, Individual Skills Department (SEN), the EAL Department and the Library to ensure proper support for a wide range of abilities.

The English Department is actively involved in integrating ICT into its courses and in developing the departmental VLE pages and online learning platforms. The English Department is continuously developing its resources in its dedicated classrooms and Departmental Library. All classrooms are equipped with computers and interactive whiteboards.

The Department regularly enters pupils for both national and school competitions (poetry and prose) and has an annual poetry and prose recital competition in Year 9. Creative writing is published in the School magazine.

The Department has a number of extra-curricular societies to help broaden pupils’ learning outside of the classroom. Currently, there is a Junior and Senior Literary Society, talks from visiting speakers, evenings of drama and entertainment, literary quizzes and theatre-outings. There are weekly extension classes for A Level pupils and members of the department regularly contribute to internal and external debating competitions.

There are currently nine sets in each of the three younger year-groups (Years 9, 10 and 11). The English Department sets examinations for external candidates applying for entry to Years 9, 10 and 12. Pupils at Stowe do not take any national tests prior to GCSE, but sit internal examinations (at least once a year) that enable their progress to be assessed against national standards. At Key Stage 4, students are entered for the separate AQA GCSE English (8700) and English Literature (8702) qualifications. The aim is for all students to achieve grades between 9 to 5. In rare instances, EAL pupils may be withdrawn from one or both of the qualifications and instead be entered for the GCSE in Second Language English. In some cases, pupils will be withdrawn from GCSE literature in order to focus on GCSE English Language.

At Advanced Level at Stowe, the majority of students study three subjects in addition to an EPQ or elective. Going forward, we expect there to be between four and six English Literature sets in the Sixth Form in any one academic year, each set being taught by two English teachers. In future years, depending on staffing and other factors, it may be possible to offer English Language as a full A Level or as an AS Level to be studied as an elective across two years. Candidates are entered for the Edexcel A Level English Literature Specification (9ETO), and the expectation is for most students to achieve A\* to B grades.

**Key Responsibilities and Accountabilities (in addition to that of the Subject Teacher):**

The Head of Department is expected to:

* encourage high standards in all aspects of School life
* contribute to the effective and efficient management of the School
* promote a School culture which is happy, purposeful and productive
* support and motivate students, teachers and other School employees
* enthuse staff and pupils about the Department’s subject
* encourage consultation and discussion in the Department
* communicate effectively with parents and guardians

Heads of Department (HoDs) are responsible for the academic progress of students who study their subject. They are responsible for supporting the work of subject teachers and making sure that all members of the Department participate effectively. They should encourage, manage and support the professional development of staff within the Department and promote a working atmosphere which encourages co-operation and values the contribution which individuals make to the work of the Department.

**Key Tasks:**

**1 Main Duties**

1.1 To provide the annual review of public exams to the Deputy Head (Academic) and Head by mid September.

1.2 To ensure the renewal of Department Schemes of Work annually and updating the Department Handbook by the end of 1st Exeat in the Michaelmas term for publication on the VLE.

1.3 To promote the School’s aims at all times with colleagues, parents, pupils and the public.

1.5 To support the School’s priorities established in the annual Education Plan and ensure that School policies are carried out consistently.

1.6 To provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students.

* To check exam board website regularly for specification updates and exam information and to attend or delegate attendance at Exam Board Inset.
* To support and promote ‘Academically Highly Talented’ pupils in the Department through enrichment activities.
* To ensure support clinics and other academic support measures are staffed according to the timetable and needs of the pupils.

1.7 To play an important role in developing School policy in relation to subject area through Academic and departmental meetings. To meet regularly with Faculty Chair to agree and implement Faculty policy.

1.8 To support, guide and motivate teachers through regular weekly departmental meetings at which minutes should be taken and circulated to Department staff and Line Managers. If Department meetings are informal, then a weekly departmental briefing should be circulated to Department staff.

1.9 To evaluate the effectiveness of teaching and learning of the subject curriculum through regular lesson observation in line with PRPD assessment.

1.10 To establish the Department’s priorities, aims and objectives and SMART targets and monitor progress in one year plans which are reviewed with Faculty Chairs and Deputy Head (Academic).

1.11 To carry out efficiently and effectively the PRPD Policy, record on Apollo and report back to Faculty Chairs; to include frequent mark book checks, file and marked work checks.

1.12 To monitor Department VLE resources and ensure annual checks and upgrades of both pupil and shared staff resources.

1.13 To mentor and support Departmental staff who are on PGCE courses and also Department NQTs.

1.14 To oversee the training, adherence to and management of appropriate Health & Safety, risk assessments and Child Protection training issues related to the Department.

1.15 To carry out any further aspects of departmental workload and leadership as requested by the Head of English.

**2 Responsibilities for Pupils**

2.1 To establish clear policies and practices for assessing, recording and reporting on pupil achievement, monitoring APG grades to check they are awarded according to published guidelines.

2.2 To use this information to recognise achievement and set targets for future improvement.

2.3 To ensure that CAT scores and exam marks are recorded used to track pupil progress. To maintain the tracking spreadsheets and ensure that all marks are entered on time in line with departmental policy. To provide interventions to ensure that individual pupils are monitored and supported to achieve.

2.4 To prepare pupils for internal exams through revision skills & notes specific to the subject, VLE resources and classes.

2.5 To prepare pupils for public exams through past paper practice and understanding of exam rubric.

2.6 To support pupils through weekly academic clinics.

2.7 To provide extension work for Junior and Senior pupils in class and activity time.

2.8 To ensure department society meetings are held for Junior and Senior Stoics and guest speakers are invited or pupils taken on visits.

2.9 To liaise with the Tutors, Head of Year and Houseparents over pupils’ work and behaviour.

2.10 To give advice to pupils and tutors re option choices.

**3 Responsibilities for Staff**

3.1 To make new staff aware of their roles and responsibilities as subject teachers.

3.2 To ensure the regular setting of appropriate and challenging preps which are assessed according to the school marking policy and returned to pupils within the week. To ensure that all staff are requiring pupils to reflect upon their prep, whether written or not, by using the pink pupil reflection sheets at the front of each file.

3.3 To support the work of all staff and encourage an atmosphere of co-operation and mutual trust within the Department.

3.4 To support staff over pupil disciplinary problems with HoD/Department detentions.

3.5 To monitor and record staff progress through PRPD system.

3.6 To promote staff development, for example, by delegating responsibilities within the Department to ensure career and professional development.

3.7 To encourage staff to develop professionally by attending courses, offering INSET within (and outside) the Department, taking distance learning programmes, etc.

3.8 To promote the use of IT by staff in class and in support of departmental VLE pages.

3.9 To ensure compliance with the current Teaching Staff Handbook.

**4 Responsibilities as Subject Leader**

4.1 To ensure complete curriculum coverage, continuity and progression in the subject for all students, including those with high ability and those with special needs.

4.2 To make sure that teachers are clear about teaching objectives in lessons and encourage visits by others both inside and outside the department in the form of classroom observation.

4.3 To encourage cross-curricular links with other departments.

4.4 To keep up-to-date with changes within the subject and national curricula and, within that context, make recommendations to the Head of English about new courses, staffing needs, new materials and INSET needs.

4.5 To lead professional development of subject staff through example and support and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc.

4.6 To ensure that department stock (including books and stationery orders) is kept up to date, examination papers are printed and distributed in good time and submissions of internally moderated assessments are administered and submitted in accordance with examination board rules.

4.7 To help the Head of English to ensure appropriate cover work is set in the case of a Department member’s absence and the Academic Administration and Exams Manager is informed of the absence.

4.8 To act as a focal point for information on the subject and the pupils who take that subject.

4.9 To liaise with the Skills Support department as required.

4.10 To liaise with the Examinations Officer regarding external exams; entering pupils for appropriate exams; checking entries and checking the exam papers.

* To prepare analysis of external exam results with comments on pupil success and failure and assessment of results by staff sets for Deputy Head (Academic).

4.11 To liaise with the Academic Administration and Exams Manager for setting of internal exams, supplying correct papers and exam marking and results are completed by published deadlines.

* To prepare brief analysis of internal exam results with comments on pupil success and failure and assessment of results by staff sets.

4.12 To liaise with the Senior Tutor regarding course outlines for curriculum booklets for Years 9 to 11 and option booklets for Years 12 and 13.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date Agreed: January 2021

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * An Honours degree (or equivalent) in the relevant subject(s) | * Post Graduate Certificate in Education. |
| **Specialist Skills & Experience** | * A minimum of five years’ teaching experience. * Managerial and administrative experience within a teaching environment. * A commitment to safeguard and promote the welfare of children. | * Basics of financial management (departmental budgets). |
| **Personal Qualities** | * A willingness to participate fully in the pastoral care, School duties and extra-curricular activities. * An ability to motivate, enthuse and influence with strong interpersonal skills. |  |