



**Westcliff High School
for Boys**

JOB DESCRIPTION HEAD OF ENGLISH

INTRODUCTION

The position is highly responsible and senior within the School as the Head of English provides a strong cultural lead to our community. The person appointed will be centrally involved in the promotion and developments within the English Department and in the pursuit of broader literary and cultural understanding. She/he will work with the Senior Team and Department to formulate the vision and strategic direction for the Department within the context of an academically selective school, bringing coherence to the Department's work. The School has an academic curriculum in which reading and the pursuit of scholarship are seen as of the first importance. The successful candidate will have strong academic background and be capable of teaching the full ability range across the school.

ACCOMMODATION AND FACILITIES

The teaching of English is at present concentrated in a suite of five classrooms, although the Humanities Forum has added to that space. The Department's bookstore is amply stocked. In addition, a large number of worksheets and other printed resources are available. A Teaching Assistant organizes the Departmental Libraries.

CURRICULUM

The Department places a strong emphasis on reading skills; Key Stage 3 pupils are required to keep a record of wider reading and the School has a well-stocked Library.. A concern for the accuracy and fluency of written work is reflected in the Department's approach, which emphasises analytical and creative writing skills. An exceptional range of opportunities for speech, debate and drama are also offered to the whole School and the resulting work is of a high standard.

English Language and English Literature are taught in an integrated manner from Years 7 to 11, and all candidates are entered for both subjects in the AQA GCSE. Two Advanced Level courses are offered: English Literature, and English Language & Literature (both with AQA) and presently around 40 students study English in the Sixth Form.

EXAMINATION RESULTS

Results in public examinations have generally been good at GCSE and those who choose to continue their language studies at University generally do so at established Universities, including the Universities of Oxford and Cambridge. The Examination Board used for public examinations is AQA for both GCSE and Advanced Level. In Summer 2018, 78% of English Literature candidates at Advanced Level were awarded A*-B grades. At GCSE, in the Summer of 2018, in English Language 70% of pupils were graded at 9-7 with 35% of grades being 8 or 9, and in English Literature, the figure was 60% with 31% of grades being 8 or 9.

DEPARTMENTAL STAFF

The English Department consists of seven full-time teachers. Colleagues have a range of experience varying between highly experienced and newly-qualified teachers. All colleagues are expected to have a command of their subject and contribute fully to the Department's curricular and extra-curricular programme. It is anticipated that the successful candidate will have the opportunity to review the existing Departmental management structure (positions of responsibility) and make recommendations for changes if necessary.

JOB DESCRIPTION

POSITION: Head of English

TLR: 1B (Currently £9,666)

Line of Responsibility:

The Head of English is responsible to the Deputy Headmaster

Line Management:

The Head of English is responsible for appraising (as appropriate) and line managing the work of the English Department.

Job Content: / Core Responsibilities:

The Head of English is

- 1 to provide for the Department guidance, advice and leadership on:
 - aims and objectives
 - Schemes of Work (which shall reflect the values the School seeks to inculcate)
 - teaching methods
 - Assessment, Recording and Reporting
 - the classroom environment
 - differentiationand to ensure that these matters are the focus of regular departmental discussion.
- 2 to determine, in consultation with the Deputy Headmaster, the choice of specification, Examination Board and course structure.
- 3 to manage the Department's staff and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
- 4 to manage the Department's resources, human and material, and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions.
- 5 to ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.
- 6 to organize pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.

- 7 to ensure that members of the Department use information on prior pupil attainment in planning their teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 8 to monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.
- 9 to ensure, through the use of departmental INSET time, that members of the Department are familiar with School and other relevant curriculum documentation and are responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 10 to motivate members of the Department and to give them the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Headmaster and the Deputy Headmaster.
- 11 to be responsible for the preparation and updating of coursework guidelines (if relevant) at GCSE and Advanced Level and to ensure that coursework submitted across the Department meets an appropriate standard.
- 12 to have a familiarity with the School's Policy on Health & Safety (H&S), to direct colleagues in the Department on H&S issues and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.
- 13 to have overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.
- 14 to contribute as requested to whole-school initiatives such as the Year 7 and Sixth Form Induction courses.
- 15 to promote the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.
- 16 to produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning in Years 7-13; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 17 to undertake such other duties, from time to time, as the Deputy Headmaster or the Headmaster may reasonably request.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



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Headmaster: Mr MA Skelly M.A.

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