



# Sidcot School

## Job Description and Person Specification

### Head of English

<p><b>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></p>	
<b>Job Title</b>	Head of English
<b>Summary of the role</b>	<p>Provide professional, strategic leadership, vision and development of the English Faculty and implement and ensure the deliverance of high-quality teaching to students, which provides students with the opportunity to achieve their individual potential whilst guaranteeing internal and external quality standards.</p> <p>Raise standards of student achievement. Monitor and support the progress of students across all key stages.</p>
<b>Line management responsibility</b>	Teachers of English Faculty
<p><b>Duties and Responsibilities</b></p>	
<b>Line management duties and responsibilities overview</b>	<ul style="list-style-type: none"> <li>• <b>Accountability:</b> responsible for decisions made and actions taken.</li> <li>• <b>Change management:</b> assist staff to navigate their way through change.</li> <li>• <b>Knowledge management:</b> develop a consistent way of disseminating knowledge firstly through your team and subsequently through the School.</li> <li>• <b>Organisational evolvment:</b> help grow the School through decision making and planning.</li> <li>• <b>Performance targets/modification of behaviour:</b> work with staff to achieve their best in accordance with the culture of the School, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and student engagement and aspiration.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Identify and adopt the most effective teaching methods that will stimulate learning appropriate to student needs and</li> </ul>

the demands of the specifications.

- Work with colleagues to promote the stretch and challenge of all students, including the most able, (AGT).
- Ensure a high-quality learning experience for all students, including SEN and EAL students, which meets internal and external quality standards,
- Liaise with the Head of Learning Support and Head of EAL to ensure a high-quality learning experience for all SEN and EAL students, which meets internal and external quality standards,
- Regularly analyse student performance data: assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required; collate and co-ordinate the tracking of student data, identifying key groups of students and co-ordinate the intervention for under-achieving students to include regular monitoring, tracking and reporting of student outcomes.
- Support the monitoring and evaluation of curriculum provision and the work and performance of the Faculty.
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Take direct responsibility for monitoring the quality of marking, planning and classroom learning within the context of the School's internal monitoring and evaluation procedures.
- Undertake assessment of students as requested by external bodies, Faculty, Faculty and school procedures.
- Prepare and update subject materials. Review and develop appropriate schemes of work, resources and teaching and learning strategies that are shared electronically amongst all Faculty members and implemented in their everyday classroom practice.
- Ensure homework is being set and regularly marked. Ensure colleagues keep a record of homework set.
- Maintain discipline in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Ensure all staff adhere to the procedures and policies relating to the health and safety of students and undertake risk assessments as appropriate.
- Provide extra-curricular opportunities throughout the School, to allow students to gain self-improvement at all ability levels. Lead and support extra-curricular activities that relate to the English Faculty.
- Meet the Teachers' Standards as appropriate.
- Undertake such other comparable duties as the Headmaster requires from time to time.

<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively with members of SLT and SMT as appropriate</li> <li>• Communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations.</li> <li>• Ensure the whole Faculty communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations.</li> <li>• Where appropriate, communicate and co-operate with persons or bodies outside the School.</li> <li>• Organise and chair regular Faculty meetings, ensuring agendas and minutes are produced and circulated in a timely manner.</li> </ul>
<p><b>Operational and strategic planning and operational management</b></p>	<ul style="list-style-type: none"> <li>• Provide day-to-day management of the English Faculty.</li> <li>• Manage the process of curriculum review, development and change to ensure the delivery of appropriate, relevant, high-quality courses that meet the needs of students, examining and awarding bodies and the School's strategic objectives.</li> <li>• Oversee the monitoring of students' progress and review of methods of teaching and schemes of work to ensure the effectiveness of the teaching and the efficiency of learning within the Faculty and regulatory compliance.</li> <li>• Maintain a system of assessment that accords with the School's policy.</li> <li>• Take responsibility for implementing the strategic development of all aspects of English education in the School.</li> <li>• Take part in, and lead when required, Faculty and whole school staff development programmes.</li> <li>• Contribute to the co-ordination of the timetables, assessments and examinations as required by SLT.</li> <li>• Represent the Faculty on Academic Board</li> <li>• Liaise on curriculum matters relevant to the Faculty with the Junior School.</li> <li>• Oversee the entry of new pupils into classes.</li> <li>• Prepare the Faculty's annual budget for approval. Ensure the Faculty's operations are always regulatory compliant.</li> <li>• Manage the process of the ordering and allocation of equipment and materials and ensure the Faculty's spending is kept within budget.</li> <li>• Manage the supply of relevant curriculum resources and maintain the efficient and effective use of resources.</li> <li>• Present at SLT and/or Governors' meetings when requested.</li> <li>• Ensure the Faculty's staff follow and comply with all School policies and procedures including with regard to child protection; health and safety and security; and confidentiality and data protection.</li> </ul>
<p><b>Marketing</b></p>	<ul style="list-style-type: none"> <li>• Take part in marketing activities such as open days.</li> <li>• Contribute to the development of effective subject links with external agencies.</li> <li>• Co-ordinate relevant events to celebrate and promote English to students and the wider community.</li> </ul>
<p><b>Staff management and Staff Development</b></p>	<ul style="list-style-type: none"> <li>• Act as a role model for staff and students.</li> <li>• Lead and manage the Faculty's staff, ensuring the terms of the School's staffing policies are applied consistently and</li> </ul>

	<p>fairly within the Faculty.</p> <ul style="list-style-type: none"> <li>• Lead and manage arrangements for further training and professional development for the Faculty’s staff.</li> <li>• Participate in the School’s further training and professional development.</li> <li>• Engage actively in the School’s professional development review system (PDR).</li> <li>• Lead and manage the PDR process for the Faculty’s staff.</li> <li>• Continue personal development in relevant areas including subject knowledge and teaching methods.</li> <li>• Ensure the Faculty’s staff are made aware of the staff policies when applicable and understand their entitlements, ensuring that any requests are considered sensitively and dealt with reasonably and as a matter of urgency.</li> <li>• Responsible for the health and safety of the Faculty’s staff.</li> <li>• Complete relevant and accurate information relating to the Faculty’s staff.</li> <li>• Assist with the recruitment of the Faculty’s staff.</li> <li>• Ensure the effective and efficient deployment of classroom support.</li> </ul>
<b>General duties</b>	<p>A general contribution to the work of the rest of the school across the ability and age range is expected. There is considerable emphasis on “extra-curricular” activities at Sidcot, and some day, evening and weekend duties are required from all main professional grade teachers. All staff are expected to offer at least one extra-curricular club, society or activity, and to undertake some evening duties, as well as a share of the weekend duty and activity responsibilities (currently the equivalent of nine blocks of four hours per year each for full time staff, subject to review). Main professional grade teachers will have a tutorial group and a share of cover arrangements for absent colleagues. These duties are included in the Sidcot salary scale and they are carried out pro rata by part time staff.</p>
<b>Other</b>	<p>This job description is illustrative and not exhaustive. The postholder will be required to undertake such other comparable duties as the Headmaster or line manager requires and demonstrate a level of commitment commensurate with a Faculty Head role.</p>
<b>Remuneration</b>	<p>Remuneration is at the appropriate point on the Sidcot scale points 1 to 8 (£28,521 to £46,135), depending on qualifications and experience. Remuneration is paid pro-rata to part time teachers. The children of staff may be educated in Sidcot Junior School and Sidcot School at reduced rates, subject to satisfying our standard Admissions criteria.</p> <p>In addition, this role attracts 3 Management Allowance Points totaling £8,493 per annum and a remitted time allowance.</p>

## Person Specification

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	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	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Graduate in a relevant discipline</li> <li>• Qualified Teacher Status</li> <li>• Additional qualifications appropriate to this role</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Other professional qualifications/further professional studies/research as relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant’s certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Relevant teaching experience</li> <li>• Willingness to teach IB English, for which training will be provided if necessary.</li> <li>• A previous successful leadership role</li> <li>• Experience of successful implementation of curriculum planning or assessment procedures</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of teaching IB English.</li> <li>• Experience of the pastoral care of students</li> <li>• Experience of leading students in extra-curricular activities</li> <li>• Teaching experience in other subject areas</li> <li>• Experience of leading an initiative to improve progress</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

<p><b>Skills</b></p>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Strong effective classroom management skills</li> <li>• Proven leadership skills</li> <li>• Ability to uphold all school policies effectively, consistently and fairly</li> <li>• Ability to work well in a team</li> <li>• Highly organised and motivated</li> <li>• Ability to inspire and motivate staff and students</li> <li>• Ability to meet deadlines and targets set by managers</li> <li>• Ability to use data and strategic information to raise student achievement</li> <li>• Ability to apply ICT in order to enhance teaching and learning</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to lead on wider school initiatives/projects</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• Knowledge of effective teaching strategies and pedagogy eg. AfL</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Other relevant training, for example in safeguarding, careers education, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills and self-awareness adapting to situations with particular reference to children</li> <li>• Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• A willingness to engage fully in the extra-curricular life of the School</li> <li>• A willingness to develop and support new initiatives</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Extra-curricular interests and a willingness to share them.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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