



HEYWOOD PREP

CORSHAM

HEAD OF ENGLISH Candidate Pack





INTRODUCTION

We are seeking to appoint an inspirational and experienced Head of English to join a supportive, caring and professional team.

The successful candidate will be experienced in teaching English to KS1 and KS2 children, and ideally will be experienced in preparing children for selective senior school entry. The candidate will be keen to lead staff teaching English to ensure high academic standards and enjoyment of the subject across the school. The Head of English must have a good understanding of early literacy skills in order to lead teaching and learning from the Foundation Stage to Year 6.

A warm manner, initiative and excellent organisation and communication skills are central to this role, as is the ability to think creatively and build a strong rapport with pupils, colleagues and parents. The ability to teach a second subject will be considered favourably.

A full job description and person specification can be found below.

Start date: September 2019

THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

WISHFORD SCHOOLS

Wishford Schools is a small, friendly group of nine schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.



Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

REMUNERATION

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to Mrs Tatiana Rhodes, School Business Manager (tatiana.rhodes@heywoodprep.com).

We only accept applications on the Heywood application form and the application should be accompanied by a covering letter, addressed to the Head, of no more than one page. Please do not send a CV.

The closing date for applications is noon on Thursday, 28th February 2019.

Interviews will be held on Thursday, 14th March 2019.

We would welcome candidates to visit the school before application. An appointment can be arranged by contacting the Head's PA, Mrs Lauren Harmon (hmpa@heywoodprep.com/01249 713379).

Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

JOB DESCRIPTION	
TITLE OF POST:	Head of English
RESPONSIBLE TO:	The Head, Deputy Head and Director of Studies
PURPOSE OF THE JOB:	<ul style="list-style-type: none"> • To lead a department of talented and enthusiastic English teachers. • To undertake the role of Form Tutor, offering pastoral care and support. • Deliver outstanding lessons which meet the needs of all children. • Instil a love of English in pupils, promoting excellence and upholding the School's ethos. • To engage fully in the wider life of the School, according to strengths.
RELATIONSHIPS:	<p>The post holder is directly responsible to the Head, Deputy Head, Director of Studies, and works closely with the Form Tutors, Subject Teachers and SENDCo as appropriate.</p> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the pastoral and academic structure in the School.</p>
KEY COMPETENCIES:	<ul style="list-style-type: none"> • High level classroom practitioner with a wide range of teaching skills; • Ability to prepare pupils for selective 11+ academic entry at secondary schools and teach at scholarship level; • High level inter-personal skills enabling effective team leadership; • Ability to evaluate the work of others and enable their development through consultation, coaching and support; • Ability to analyse data and information, identify patterns and trends; • Ability to formulate strategies for improved learning as a result of the above.
KEY TASKS:	<p><u>General Responsibilities</u> The Head of English will:</p> <ul style="list-style-type: none"> • Carry responsibility for promoting and safeguarding the welfare of children with whom he/she comes into contact. • Stay in touch with any relevant developments in his/her field. • Be responsible for maintaining and updating all departmental curriculum documents, policies, schemes of work and examination papers. • Ensure the smooth running of the department and that all members of the department understand and follow agreed practices. • Ensure that the requirements of the English syllabus are properly met and will guide, monitor and support members of the English department. • Organise trips, visitors and theme days to enhance the English curriculum. • Take responsibility for the development and profile of the department and run regular departmental meetings, for which an agenda should be published in advance and minutes copied to the Director of Studies. <p><u>Management</u></p> <ul style="list-style-type: none"> • Define policies within the department and plan strategies to promote effective, lively teaching to pupils throughout the whole ability range • Lead and co-ordinate the work of the department and liaise with the Deputy Head and, where appropriate, with individual teachers and parents • Support and encourage members of staff in the department, advising them and motivating them • Monitor pupil performance efficiently and effectively • Hold regular departmental meetings and provide minutes • Co-operate and liaise with teachers in the School and other educational establishments as appropriate • Attend Subject Co-ordinator meetings

- Ensure the implementation of those elements of school policies which relate to the work in the department
- Be involved in the appointment of departmental staff
- Carry out a yearly audit of the work of the department for discussion with the Head, Deputy Head and Director of Studies
- Be responsible for producing material for departmental handbooks and website

Curriculum

- Prepare suitable schemes of work and select appropriate books and materials for pupils, taking into consideration the provision for able and less able pupils in liaison with the SENDCo
- Monitor and evaluate the effective delivery of the curriculum
- Keep abreast of the latest developments in teaching within the subject area and with curriculum issues and debate

Administration

- In coordination with the Director of Studies, organise the setting, production and marking of internal English examinations and external entrance examinations where appropriate, in accordance with school policy
- Manage the departmental budget
- Organise departmental resources
- Organise educational visits/visiting speakers where appropriate

Support for the School

- To promote the policies and ethos of the school
- To display pupils' work to reflect their achievement
- To supervise pupils on outings and visits as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Head
- To treat all information relating to pupils as strictly confidential, and to be aware of and comply with school policy and practice
- To be a proactive member of the school team
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
- To perform other duties that the Head considers reasonable, that are commensurate with the post

HEAD OF ENGLISH PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> - Degree level qualification - QTS 	<ul style="list-style-type: none"> - English degree
EXPERIENCE	<ul style="list-style-type: none"> - Experience of teaching English as a specialist subject at KS2 - Proven record of effective teaching - Track record of outstanding teaching skills with high personal standards - Evidence of continuous professional development - Form tutor experience - Participation in and contribution to extra-curricular activities 	<ul style="list-style-type: none"> - Ability to teach a second subject - Ability to contribute to the KS2 Games programme
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> - A commitment to getting the best outcome for each and every pupil - Strong knowledge of KS2 National Curriculum - Sound knowledge of the EYFS curriculum and KS1 curriculum - An understanding of a range of teaching and learning styles for pupils with a range of abilities and needs 	<ul style="list-style-type: none"> - An understanding of the independent school sector - Knowledge of school systems for tracking and assessment - Knowledge of GL Assessments
SKILLS AND APTITUDE	<ul style="list-style-type: none"> - Excellent written and spoken English - High level classroom teaching skills - Good interpersonal skills with colleagues, parents and pupils - Effective planning and evaluation to ensure appropriate progression in pupils' learning 	<ul style="list-style-type: none"> - Outstanding communication skills, commanding respect from pupils, staff and parents - Strong administrative and organisational abilities with accomplished ICT skills
OTHER	<ul style="list-style-type: none"> - A positive and child-centred approach - Commitment to the safety and welfare of all pupils - Strong team working skills - High degrees of self-confidence, personal energy and dynamism - Personal warmth, good rapport with pupils, colleagues and parents - Excellent organisational skills - Appropriate levels of personal presentation - An understanding of, and commitment to, the School's ethos - Flexibility and willingness to be involved in School life - Willingness to continue to learn through CPD 	<ul style="list-style-type: none"> - Enthusiastic and positive attitude to life and work - A kind, approachable manner and the willingness to be accessible to all members of the School community