





HEAD OF ENGLISH

Required September 2022

The position

The role of Head of English is to lead and manage the English department to ensure that the teaching of English at Saint Nicholas School is of the highest possible standard and that value is added to the attainment of all pupils across the middle and lower sections of the school. The Head of English is a key member of the academic team, reporting directly to the Deputy Head.

Saint Nicholas is an ambitious, high-performing and family-friendly school where the pupils are at the heart of everything we do. We are seeking to appoint an outstanding Head of English who possesses energy, commitment, experience and vision, to join our dedicated and committed team and to lead the department of four. The successful candidate must be child-centred, enthusiastic and committed, with exacting standards and a passion for their subject. The successful candidate will be able to demonstrate a dedication to the pupils and the ethos of the School and a desire and track record of delivering excellence in the classroom.

The post would be particularly well suited to a teacher seeking a move to a role with increased responsibility.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the School moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school.

The School is situated in delightful gardens and grounds which extend to more than 14 acres. Pre-School, Lower, Middle and Upper schools are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, theatre and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool and a sports hall.

Saint Nicholas is a happy and successful School for around 480 boys and girls aged 2½ -16. The School is situated in attractive grounds in a delightful, rural setting. There is a friendly, supportive atmosphere in the School and working conditions and facilities are excellent. Maximum class size is 22 in the Middle and Upper Schools. The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

Terms & conditions

Teachers are paid at a rate equivalent to the National Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff, of up to 50% of the full fees, upon completion of one full year's service, provided children meet the School's usual entry requirements. Saint Nicholas School contributes to the Teacher's Pension Scheme.

Closing date for applications

The closing date is **Wednesday 2nd February 2022** and interviews will take place shortly afterwards.



KEY RESPONSIBILITIES

- To monitor and evaluate standards of teaching & learning in the department.
- To monitor and evaluate standards of behaviour within the department, supporting colleagues to achieve best practice.
- To ensure that the English curriculum and Schemes of Work are appropriate for and accessible to all pupils. Teach across the school from Key Stage 2-4 as required.
- To monitor the English subject reporting to parents.
- To ensure that assessment data is used effectively within the department to raise achievement.
- To contribute to the School Improvement Plan by helping to implement the Department Development Plan.
- To take part in the Appraisal process to ensure it is a genuine tool for departmental improvement
- To line manage teachers in the department.
- To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum.
- To organise and manage the senior library and promote reading throughout the senior age range.
- Report to governors as required.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Demonstrate a commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.

Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.

Strategic planning

- Work with the Headmaster as appropriate to create and implement a strategic school improvement plan.

TEACHING AND LEARNING

Curriculum

- Ensure that teachers in your subject/curriculum area are clear about teaching and learning objectives and communicate these to pupils.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Ensure that curriculum and teaching policies and practices are implemented effectively.
- Ensure that Pupil Passports are used to set targets and that work is matched to pupil needs.

Assessment data

- Provide assessment data and GCSE predicted grades, as required by the Assistant Head (Academic).

Academic standards, baseline and value-added data

- Use national and school management data effectively to monitor standards of achievement.
- Advise staff on the use of baseline data in target setting.
- Use national and school data, including NC test data, to set clear targets for pupils' achievement.
- Use, as appropriate, CATs, PIPS and MidYIS data in target setting for individuals, cohorts and subjects.

Monitoring and evaluation of teaching and learning

- Monitor and evaluate of teaching, learning and achievement.
- Establish a programme of regular lesson observations.
- Monitoring classwork and homework.
- Monitor teachers' marking and the effectiveness of AfL by carrying out regular work scrutiny

Monitoring and evaluation of pupils' progress

- Monitor and track pupils' performance and target setting.
- Ensure the effective use of systems of tracking pupils' performance.

Planning and continuity

- Support colleagues with creating effective lesson plans and medium & long term planning.



- Monitor lesson planning.
- Liaise with the subject specialist teachers when pupils transfer from the lower school.

LEADING AND MANAGING STAFF

Professional development and appraisal

- Lead professional development of staff through example.
- Support and coordinate the provision of high quality professional development.
- Contribute to the programme of regular lesson observations and work scrutiny.
- Organise weekly meetings of subject staff in relation to your specific curriculum subject/area.

PASTORAL RESPONSIBILITIES

Standards and expectations

- Maintain an environment and a code of behaviour which promote effective learning, and high standards of achievement.

Personal development of pupils

- Promote among pupils high standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour.
 - Ensure the development of pupils' self-discipline.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Promote an attractive environment that stimulates learning and enhances the appearance of the school.
- Encourage high quality display in classrooms and corridors in regard to you designate curriculum area.

Health & safety

- Ensure a stimulating but safe working environment in which risks are regularly assessed.

Resources

- Establish resource and staff requirements in relation to your designated curriculum area.
- Ensure the effective and efficient management of learning resources.
- Ensure a stimulating but safe working environment in which risks are regularly assessed.

Budget

- Prepare an annual budget requests and forecasts based on a sound subject improvement plan.
- Manage your allocated budget.
- Set appropriate priorities for expenditure on training, allocate resources and ensure effective administration and control within your subject/area.

ACCOUNTABILITY

Effective communication

- Participate as required in meetings with professional colleagues and parents, maintaining effective working relationships with external agencies and services.

Reporting academic progress

- Contribute to the system of reporting on individual progress in line with the school policy.
- Respond to parental concerns on teaching and learning in relation to your designated curriculum area.

Advice to governors

- Provide information, objective advice and support to the headmaster and the governing body as required.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by running at least one weekly club or activity after school.

Pastoral duties

- Take on the role of form teacher as required.
- Attend weekly assemblies.

School events

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fetes



which take place on Saturdays.

- Attend two Saturday Open Mornings
- Attend the school's Speech Day, normally the final Saturday of the Summer Term