

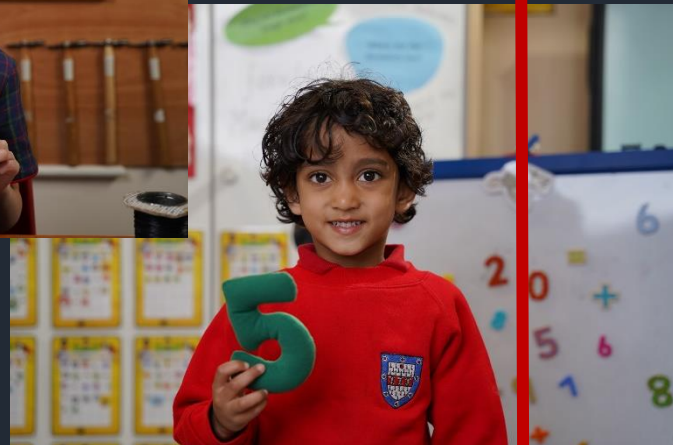


WOODBIDGE  
SCHOOL

# Work With Us

## Head of English

Application Pack



# Head of English

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**Salary: £54,178 – £57,898**

**Full-time**

**Starting September 2024**

We are looking to appoint a passionate and gifted Head of English. You will be responsible for the strategic leadership of your subject to ensure the highest standards of provision. The successful applicant will have a passion for the subject and will be capable of teaching up to and including A-Level. The ability to inspire and motivate our pupils, leading the English Department in sustaining its high standards of teaching, is essential.

This is an excellent opportunity to further your career in an exceptionally warm, nurturing school with a real sense of purpose, both academically and in terms of extra-curricular provision.

For more information about the school and this opportunity, and to download an application pack, please visit:

[www.woodbridgeschool.org.uk/about/staff-vacancies/](http://www.woodbridgeschool.org.uk/about/staff-vacancies/)

**Closing date:** Thursday 18 April 2024

**Interview dates:** Week commencing 22 April 2024

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*



## Job Description

<b>Job Title</b> Head of English	
<b>Reporting to</b> Director of Sixth Form	<b>Department</b> English

<b>Job Purpose</b>
<p>A Head of Department is a role model, not only in the promotion and delivery of their subject but in modelling the school's values and ethos.</p> <p>The Head of Department will offer many skills and qualities to the department and to the wider school. However, above all else, they will be:</p> <ul style="list-style-type: none"><li>• An advocate for the subject and the importance in the curriculum</li><li>• Knowledgeable about teaching and learning in the subject and be equipped to lead in this area</li><li>• Confident leading a team and possess the necessary interpersonal skills to empower the members of the department</li><li>• A capable administrator and have demonstrated effective organisational skills.</li></ul>
<b>Key Responsibilities</b>
<p>To manage all aspects of the teaching and learning process in the department, within the overall aims of the school.</p> <p>To support members of the department in all appropriate ways, such as issues of discipline and staff development of the school.</p>

<b>General responsibilities</b>
<p>Either directly, jointly or through devolved structures:</p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>• Plan, implement and review schemes of work as appropriate</li><li>• Represent the department in all matters within school relating to the curriculum</li><li>• Implement current school policies regarding curriculum</li></ul>

- Feed into the curriculum development process, as requested by the Deputy Head Academic.

### **Assessment and Monitoring**

- Organise the systematic monitoring of the quality of teaching and learning through observation of lessons, monitoring of pupils' work and healthy debate about good practice
- Analyse internal and external examination and pupil targeting data to help guide departmental target setting and forward planning
- Where appropriate, organise setting arrangements for teaching, testing, and reporting.

### **Policies and Planning**

- Develop departmental development plans in the context of whole school policies
- Identify realistic and challenging targets for improvement
- Identify resourcing needs and communicate through the appropriate channels.

### **Staff Management**

- Identify in-service training needs and opportunities; provide appropriate support for experienced and inexperienced teachers, and those with identified weaknesses
- Induct and train staff in the department, participate in appraisal arrangements, and where appropriate supervise trainees or newly qualified teachers
- Hold regular departmental meetings, which enable all staff to contribute to planning and policy making and ensure that records of such meetings are kept and distributed accordingly
- Allocate teaching groups to staff with an understanding of timetable constraints.
- Allocate additional responsibilities effectively and equitably within the department
- Advise the Head about recruiting, advertising, and appointing of new staff.

### **Liaison**

- Organise the GCSE, A Level and other examination entries with the examination officer
- Liaise with other departments in the school to share ideas and identify areas for

improvement

- Liaise with the Head, Deputy Head Academic and other nominated staff in all matters concerned with timetable, curriculum and internal examinations and cover
- Liaise with the Head, and Deputy Head Pastoral in all matters concerned with pastoral care
- Liaise with the Head or Deputy Heads in all matters concerned with staff issues.
- Liaise with the Deputy Head Academic concerning pupil tracking and raising academic standards
- Attend Heads of Department or other academic meetings as requested by the Deputy Head Academic
- Liaise with the Head of Curriculum Support regarding individual pupil learning and behaviour
- Liaise with the school office staff and, where appropriate supervise the work of any departmental support staff
- Liaise with parents regarding departmental issues
- Liaise with external organisations as appropriate
- Liaise with the Director of Marketing and Admissions regarding marketing opportunities and departmental publicity
- Arrange for the department to be represented in meetings with other schools, particularly the Prep School.

### **Resource Management**

- Assess the resourcing needs of the department and produce an annual budget bid
- Keep the department within the agreed budget
- Ensure that stock and equipment are readily available and used economically
- Liaise with IT services regarding routine or consumable IT equipment.

### **Publicity**

- Promote and publicise the work and achievements of the department
- Ensure the department is well represented in Open Days, Taster Days and any similar events as appropriate
- Any other duties relating to the job as required from time to time by the Head.

**Health and Safety**

You have a legal duty to take reasonable care of you own health and safety and that of other and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

**Child Protection/Vulnerable Adults Statement**

The School/ Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and always ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the school's child protection officer or to the Head.

**Brand Values**

Ensure that your work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation. Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times.

## Person Specification

Education and Qualifications	E	D
• Education to degree level	✓	
• Evidence of CPD	✓	
Knowledge and Experience		
• Experience in teaching English including at GCSE and A level	✓	
• Experience teaching English at A Level		✓
• An up-to-date awareness of best practice in teaching and learning and how it is successfully implemented	✓	
• Experience in raising student achievement	✓	
• Experience of leading an English department in a secondary school		✓
Skills		
• The ability to work co-operatively with others to inspire, motivate and lead change	✓	
• Clarity of thought and excellent organisational skills	✓	
• Demonstration of passion and expertise in the teaching of English	✓	
• Energetic and enthusiastic with the ability to maintain and create strong, supportive relationships with staff and students	✓	
• Strong communication and interpersonal skills to enable good communication across the department	✓	
Safeguarding		
• All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children	✓	
Personal Qualities		
• Inspirational; has a genuine passion for the subject with the ability to enthuse pupils	✓	
• Aspirational and empathetic; has a genuine belief in the potential of every pupil	✓	
• Ability to relate to staff, students, parents/carers, and governors	✓	
• Collaborative; a team player	✓	
• Flexible and resourceful	✓	
• Innovative; seeks out new ideas	✓	

<ul style="list-style-type: none"> <li>Committed and willing to be fully engaged in the while life of the school, including extra-curricular activities</li> </ul>	✓	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Driving licence</li> </ul>		✓

## Benefit Statement

<b>Pension</b>	Teachers' Pension Scheme, subject to a Total Pay and Benefits approach – further details can be provided on request.
<b>Sick Pay</b>	During first year of service, full pay for 5 weeks and, if 4 calendar months' service has been completed before the period of absence began, half pay for 10 weeks. Rising incrementally until 4 or more years of service.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances
<b>Training</b>	Relevant training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>Free parking</li> <li>Complimentary lunch is available when the Dining Room is in operation</li> <li>Access to Employee Assistance Programme</li> </ul>



# Information for applicants

To apply, please complete an application form. Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating **Head of English** in the title line to: [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk)

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School  
Marryott House  
Burkitt Road Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*