



**THE ELMS**

EST 1614

## **JOB DESCRIPTION**

**JOB TITLE: HEAD OF ENGLISH**  
**RESPONSIBLE TO: THE HEADMASTER**  
**HOURS: FULL TIME**

### Job Purpose:

To undertake the teaching of English and leading the Department from Year 4 to Year 8 in conjunction with the Headmaster and/or Deputy Head (Academic), and to carry out the duties that the subject requires in terms of planning, preparation, evaluation and marking. To liaise with other heads of department and the early years where necessary and ensure continuity and progression throughout the curriculum.

If designated as a Form Teacher, to undertake the pastoral and administrative duties in respect of the form to which assigned.

To participate in a range of extra-curricular activities and duties, selected through discussion or at the request of a member of the Senior Management Team.

### Key responsibilities:

1. Subject teaching to assigned classes, potentially including Scholarship and Common Entrance. Detailed knowledge of the relevant curricula.
2. Planning, preparation, marking and evaluation of classwork, and any prep which has been set. The setting of tests and exams as required by the school.
3. Lead, support and motivate staff working within the department and oversee the department's organisation and management.
4. Monitor all forms of assessment within the department, including the writing of reports and comments, as required by the school.
5. To co-ordinate and oversee subject specific trips within the department, ensuring risk assessments and health and safety policies are completed and adhered to.
6. Participation in extra-curricular activities, both on a regular basis, and when additionally required for specific reasons. These may include evening clubs for the boarders or the participation in evening and weekend duties, on a rota basis.
7. Attendance at parents' evenings, staff meetings during the term time and pre- and post-terms, Governors' Support and Monitoring Group meetings, pastoral meetings with pupils, exeat and mid-term drinks evenings for parents, termly church services, for example.
8. To carry out the duties as requested, and as laid out in the current staff handbook.



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**PERSONAL SPECIFICATION:**

- An honours degree in English preferable, QTS/PGCE equivalent essential.
- Experience of working in a prep school setting.
- An intellectual interest in English and a passion for the subject and all it offers.
- A creative learner and teacher.
- To be able to contribute material to the website.
- Able to advise pupils, parents and staff insightfully. To have a flexible approach to teaching and a willingness to learn.
- An approachable, professional colleague and classroom practitioner.
- Interest in continuing professional development of self and other staff.
- Pragmatism and ‘can do’ approach.
- Able to work independently, using a wide range of resources.
- Ability to prioritise and remain calm under pressure.
- To be flexible, resilient and well organised.
- Undertaking duties that may be reasonably assigned by the Headmaster.

**This job description and personal specification indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

*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.*