**JOB DESCRIPTION**

**POSITION: HEAD OF ENGLISH FACULTY (MATERNITY COVER)**

**Reports to: Director of Studies**

**English**

Cobham Hall celebrates every aspect of its pupils and aims to develop their understanding of themselves and the world around them. Providing the opportunity for an excellent education in English is seen as an important part of the School’s provision. English is taught in KS3, KS4 and at A Level in KS5. At GCSE the AQA syllabus is followed and the Edexcel syllabus at A Level. Film Studies is taught at A Level following WJEC syllabus.

**Duties and Responsibilities**

**Promoting Learner Progress**:

1. To ensure learner information is accurate and that all staff have a clear understanding of their progress and development through regular moderation internally and externally.
2. To ensure the Faculty has an accurate database of individual learner data which is used effectively by Faculty staff to plan and deliver appropriate learning.
3. Use performance data to understand learner progress and act accordingly to reward success or intervene with under-performance.
4. Have in place systems to identify learners who require specific intervention from the Faculty and respond to their needs.
5. Support progress through implementing School policies and procedures including the Code of Conduct.
6. Produce high quality internal examinations for the Faculty.
7. To ensure all learners in English make substantial and sustained progress from their different starting points and ensure high quality and consistent learning takes place.

**Management of resources**:

1. Be responsible for the oversight of Faculty resources and their use.
2. Be accountable for the budget allocated to the Faculty. Oversee Faculty spending and monitor value for money.
3. Continue to keep an accurate up-to-date inventory of all subject resources.
4. Ensure that Health and Safety rules and principles are in place and upheld by all.
5. To ensure that Health and Safety procedures are adhered to by all English staff and the Faculty has up-to-date and appropriate risk assessments
6. To be up to date on procedures for the safeguarding of learners.

**Monitoring of teaching and learning to promote best practice**:

1. Monitor the marking of work across the Faculty and implement work sampling on a regular basis; swiftly acting upon any identified needs.
2. Routinely monitor the teaching of the Faculty ensuring that good practice is shared.
3. Routinely monitor the assessment of learners’ work to secure accuracy.
4. Use observations, Faculty reviews and other evidence to address weaknesses and set targets for improvement.
5. Ensure an effective communication system across the Faculty which enables the sharing of teaching and learning strategies.

**Accountability**:

1. Prepare for and meet with the Leadership Team.
2. Report termly on the progress of learners at both Key Stages within the Faculty subjects.
3. Analyse and evaluate these results for the purpose of informing development planning.
4. Along with the Faculty, determine a Faculty Development Plan, which takes into account both School and Faculty priorities, and which is reviewed regularly. Analyse KS3 and KS4 results and produce a written evaluation for the Faculty, and Leadership Team.
5. Oversee the production of learner reports and be responsible for the quality and accuracy of report writing within the Faculty.
6. Prepare the Faculty for visits by Independent Schools Inspectorate and other external visitors.
7. Hold regular Faculty meetings
8. Serve as a model to other members of the Faculty.
9. Accountable to the Director of Studies.

**Promoting the ethos of the School:**

1. Work with the team to ensure that professional standards are upheld.
2. Promote attendance and involvement in whole school events.
3. Ensure staff attendance at Parents’ Evenings/meeting and organisation of the Faculty for these events.
4. Ensure that the learning environment is attractive, tidy, safe and conducive to learning.
5. Be an efficient and effective form mentor.
6. Undertake such duties as their respective Line Manager or the Headmistress may determine as reasonably falling within the role.
7. Undertake whole School duties as may be reasonably determined by the Headmistress to ensure the success of learners and the efficient and effective running of the School.
8. Participate in staff CPD and Professional Development opportunities.
9. Adhere to the School policies regarding Health and Safety, ICT usage and educational visits/trips.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| Highly competent teacher of English at KS3, KS4 and KS5 | √ |  |
| Evidence of having personally led improvement in your subject area | √ |  |
| Evidence of having personally introduced strategies which have brought about improvements in pupil progress and attainment | √ |  |
| Ability to lead and manage both teachers and non-teaching staff | √ |  |
| Evidence of being a role model to the Faculty:  Outstanding teaching, effective leadership and management of teaching and support staff | √ |  |
| Evidence of having engaged in Whole School development |  | √ |
| Good subject knowledge with relevant degree | √ |  |
| Evidence of having displayed high quality leadership and management | √ |  |
| Experience of effectively preparing and supporting a team of teachers for an Ofsted/ISI inspection |  | √ |
| Evidence of knowledge and ability to tackle underperformance | √ |  |
| Evidence of being innovative | √ |  |
| Evidence of being able to use data effectively | √ |  |
| Capacity to coach and support members of the Faculty | √ |  |
| Ability to deal with conflict |  | √ |
| Effective use of ICT |  | √ |
| Willingness to run occasional holiday revision classes |  | √ |
| Ability to attend evening meetings | √ |  |

**Interview**

The interview process for this post will include:

• An interview with the Headmistress and Director of Studies.

• Meet with the Head of English Faculty.

• Meet other members of the English Faculty and Student Support.

**Lesson Observation**

Lessons at Cobham Hall are one hour long. Candidates will be observed teaching, and will be sent details of group, resources and class size in advance.

**About Cobham Hall**

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore.  The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to

London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18.  It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls’ school to join the network.

The Round Square IDEALS are central to the School’s ethos, helping each girl to realise that “there is more in you than you think”: the School’s motto.  There is a high commitment to the personal wellbeing of each girl and Cobham Hall is recognised as a leading innovator in this area.

The School’s aim is to ensure that girls leaving Cobham Hall are young women who can step into the world with  confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each girl is able to be supported on her educational journey and enables lessons to be dynamic and engaging.