

HILDEN GRANGE SCHOOL
62 Dry Hill Park Road
Tonbridge
Kent, TN10 3BX



JOB DETAILS

Job Title: Head of English **Reports to:** Assistant Head Academic

Location: Hilden Grange School, Tonbridge, Kent

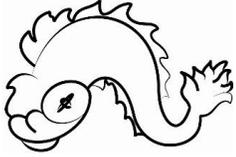
JOB PURPOSE

We are currently looking to recruit a full-time graduate Head of English who has a passion for teaching, to a high standard, children in Year groups 3 to 8, and who ideally has knowledge and experience of scholarship level syllabuses for public schools and the Kent 11+.

RESPONSIBILITIES

The successful applicant will be expected:

- To oversee the running of the department in line with school policy
- To provide support and advice to members of the department and instil the aims and objectives of the department and the school
- To liaise with the Head of the Pre Prep in order to ensure a consistent approach to the curriculum and assessment between the Prep and Pre Prep.
- To liaise with parents as necessary and advise and support members of staff regarding parental concerns where appropriate
- To organise CPD for the department and facilitate inset for individual members of staff in conjunction with the Assistant Head Academic.
- To attend Alpha Plus forums as necessary
- To encourage and facilitate Peer Collaboration within and across departments
- To conduct annual reviews of members of department as requested by the Head
- To manage the curriculum including the development and monitoring of LTPs and MTPs within the department
- To write and maintain the Departmental Handbook
- To lead the use of the Hilden Hub (Learning Platform) within the department
- To monitor the quality of marking within the department by means of regular work scrutiny
- To monitor teaching and learning within the department both via the review structure and formal lesson observations and well as informal means
- To monitor and track the progress of pupils within the department, and to highlight any academic concerns for pupils to the Assistant Head Academic and the SENDCo
- To attend all Pupil Progress Meetings
- To develop and monitor assessment procedures within the department and be familiar with the standardised tests used by the school.



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- To identify Able pupils and encourage their development via differentiation in line with our Challenge for All policy.
- To manage the departmental budget
- Oversight of the school library
- To manage departmental resources
- To lead regular departmental meetings and provide minutes of the meeting
- To lead departmental evaluations and contribute to whole school evaluation and development planning
- To attend HOD meetings
- To assist in the induction of new members of staff within the department
- To perform any reasonable task at the request of the Head

EXPERIENCE REQUIRED

A proven track record of teaching, and preferably leading, a department and teaching English to Years 3 to 8 and knowledge of the Kent 11+ system and public school scholarship and examination systems.

SAFEGUARDING

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.