



Solefield School

JOB DESCRIPTION **Head of English**

The Head of English will be part of the senior school and responsible to the Headmaster. The successful candidate will teach English classes to Years 6 – 8 and lead the English curriculum across the school.

The following gives a broad outline of the main requirements of the post:

- Articulating a vision for excellence in students learning in English.
- Monitoring and improving standards in English throughout the school.
- Being a class teacher responsible for all areas of the English curriculum.
- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class in accordance with school policy.
- Liaising with our Head of Learning Development.
- Being a Form Teacher when required.
- Being responsible for the pastoral care of the boys in your Form.
- Preparing, assessing and displaying work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Working with scholars to help them prepare for scholarship exams.
- Providing feedback to parents on pupils' progress at parents' evenings and other (often less formal) meetings.
- Staying up to date with changes and developments in the structure of the curriculum as directed by the school.
- Carrying out duties assigned and covering lessons as necessary.
- Liaising with colleagues and working flexibly.
- Leading assemblies when needed and helping with the Year 6 play / production.
- Organising and accompanying a residential trip if required, as well as non-residential trips.
- Ensuring the effective and efficient deployment of classroom support.

Also:

- To attend INSET, twilight and staff meetings as required / appropriate.
- Attend Speech Day, church services and other events which may occur outside normal working hours.
- Undertake any other tasks or duties that the Headmaster may reasonably assign.

Person Specification:

- A caring, enthusiastic, team player with good communication skills.

- Ability to support up to 13+ scholarship level.
- Experience in a similar setting would be an advantage, in addition to appropriate qualifications.

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Dougal Philps
April 2017