

Role Profile: Head of English
Location: Quinton House School
Function: Head of Department
Reporting to: Headteacher

About the School

Quinton House is a co-educational independent school for ages 2–18. At Quinton we believe in preparing every child for the world that awaits them. We do this by focusing on the timeless fundamentals of character development. For over 80 years we've poured our efforts and expertise into shaping curious, inspired, flexible and resilient young people.

Our ethos is to focus on understanding our students, their interests and their needs to make sure that they have the support and encouragement required to help them shine.

Role Purpose

This is an exciting opportunity for a passionate individual to inspire our children. The purpose of this role is to lead and energise the English department to ensure the delivery and accuracy of all English delivered at Quinton House School is of the highest level.

What you will be doing

- Lead and direct the co-curricular and extra-curricular development of English across the school
- Responsible for managing a team of three English teachers within the senior school.
- Develop, implement and monitor strategies to raise achievement at all levels, including subject level intervention following all data collection points
- Lead and inspire teaching and support the English team to achieve aspirational outcomes
- Quality assure the performance of the English department through lesson observation and checking of students' books to ensure that standards of learning are high and that work is properly assessed
- Ensure subject level consistency and accountability in marking and assessment
- Ensure schemes of learning are being followed across the department
- Write the subject level curriculum intent and ensure a shared vision for English teaching within the English team

- Create, review and maintain all subject level schemes or learning and programmes of study ensuring that knowledge is sequenced effectively and assessed and reported in line with school policy
- Consider and recommend appropriate specifications for KS4 and 5
- Ensure that all subject level exam entries are correctly submitted in line with deadlines
- Take account of students' prior levels of attainment and use them to set targets for future improvement
- Set high expectations for students' behaviour in English by establishing a purposeful working atmosphere in accordance with the school's behaviour code
- Set appropriate and demanding expectations for student learning, motivation and presentation of work in English
- Be familiar with the code of practice for identification, referral, assessment and monitoring of special educational needs. Ensure student needs are met accordingly in English
- Oversee the school library and its development to positively affect the community.

What you'll bring*Qualifications*

- Good honours
- Teaching qualification
- A good track record of recent, relevant professional development
- Master's degree is desirable

Skills

- Able to coordinate the teaching of English across the school.
- To assist the Assistant and Deputy Head with curriculum planning and communicate staffing requirements.
- Set clear departmental standards and expectations
- Hold themselves and others to account
- Build effective working relationships
- Identify and respond to gaps in performance across the department
- Challenge underperformance across the department and support with development plan.
- Meaningfully engage with students who display challenging behaviours
- React and respond appropriately under pressure

Experience

- Excellent curriculum knowledge

- Knowledge of the administration & coordination of GCSE and A-Levels. Use of strategies for accelerating student progress across the ability range.
- A proven track record of leading a department (or similar) /project across the whole school
- The ability to plan and execute school procedures

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Quinton House School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:**• Signed:****• Name (print):****• Date:**