

THE DEPARTMENT

The English Department consists of eight passionate and hard-working specialists who are committed to making English Literature and Language come alive for all students. Alongside the Head of English, the department has a Second in Department and an English Language Co-Ordinator. The department work as a team and share ideas and expertise both formally and informally. Each member of the department is involved in the building of our curriculums, making it a truly inclusive, collaborative and dynamic department. Our text choices at all Key Stages are diverse, and we retain a focus on developing students' knowledge about the scope and breadth of Literature, ensuring that they are capably prepared for study at GCSE, A Level and beyond. The study of English Language is woven into and throughout our curriculums, offering students the opportunity to develop as both critical consumers and confident users of English in all its forms.

As a department we take pride in our enthusiasm for our subject. Lessons are fast paced and engaging, and we encourage the students to pursue their own interests in Literature and Language through a range of extra-curricular clubs and societies. For KS3 we have both a Creative Writing Club, and a student led magazine. For KS4 and KS5 the English Literary Salon invites students to engage with all things literary, from book discussion groups, to debates, to the creation of our departmental magazine 'The Page Turner.'

We are proud of our A level cohorts with enthusiastic and successful English Literature groups each year. In September 2024 we had our first Year 12 cohort in A level English Language. We have an excellent track record of successfully preparing students to undertake further study of English Literature and related subjects at University level, including Oxford and Cambridge. We offer University Stretch sessions for students interested in studying either Literature or Linguistics at university, encouraging students to take the lead and delve deeper into areas of personal interest through our seminar-style discussion groups. We are committed to developing a love of Literature and Language that will remain with our students and alumni long after they have left STAHS.



THE ROLE

The Head of English will report to their Senior Leadership Team line manager.

The postholder will be an outstanding classroom teacher who will play a key role in the academic life of STAHS. They will be passionate about English Literature and Language and lead by example in designing creative and engaging lessons to deliver the curriculum across Years 7 to 13. Teachers at STAHS are experts in their field and the postholder will be expected to stretch our highly able pupils and to support them in their applications to study English Literature- and Language-related courses at university and other post-18 routes. Experience teaching A level English Language is desirable.

The Head of English will demonstrate exceptional leadership with a clear vision for developing a world class curriculum, co-curriculum and super-curriculum that meets the STAHS vision of 'Teach to 25'.

All STAHS teachers and Heads of Department are required to take a form tutor role and the postholder will contribute to the co-curricular and super-curricular life of the school.

This is a permanent position. The preferred start date for this position is January, though later start dates will be considered.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.



RESPONSIBILITIES – HEAD OF DEPARTMENT (1)

All Heads of Department are appointed by the Head and are expected to:

Leadership

- Advise the Head and Deputy Head Academic on the future development of education in the subject at STAHS.
- Liaise closely with the Deputy Head Academic and the Director of Studies on curriculum requirements for the successful teaching and learning of the subject.
- Take responsibility for the implementation of school policies within the department.
- Draw up annual budget proposals for the Head and Deputy Head Academic to meet the needs and development priorities of the subject and monitor the budget spend.
- Develop and refine long and short-term development plans.
- Hold regular department meetings.
- Manage the use of departmental accommodation to create an effective, stimulating and safe environment for teaching and learning.
- Ensure the effective and efficient administration of the department, including ensuring adherence to Health and Safety measures.
- Represent the subject in various school forums as requested, including Heads of Department meetings.
- Participate in any marketing initiatives as required.

Teaching and Learning and the Curriculum

- Co-ordinate and ensure the delivery of stimulating, challenging and relevant lessons which promote scholarship and independence.
- Ensure the teaching and learning in the department meets the needs of all pupils.
- Develop and deliver a stimulating, challenging and relevant subject curriculum.
- Support and promote the school policies of assessment and marking.
- Use analysis of pupil data to support the monitoring and evaluation of pupil progress, supporting pupils as required.
- Monitor and evaluate the standards of achievement and the quality of teaching in the department through methods such as lesson observation, reviewing pupil work and using pupil voice.
- Foster collaboration with other departments in the school and beyond to improve teaching and learning.
- Collaborate with the Head of Sixth Form and Head of Higher Education to ensure pupils have access to a comprehensive programme of support with post-18 routes, such as university applications, including for Oxbridge, any entrance assessments, interview preparation and the leading of Sixth Form Stretch sessions.

RESPONSIBILITIES – HEAD OF DEPARTMENT (2)

Staff

- Develop appropriate strategies for the professional development and performance management ('Performance Development') of all members of the department.
- Provide colleagues with support in the adoption of new strategies to secure best teaching practice and the best educational experience for the pupils.
- Mentor new staff, including the induction of new teachers and support of Early Career Teachers.
- Line management of colleagues in the department.
- Encourage delegation of responsibilities as appropriate.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

RESPONSIBILITIES – TEACHER

Each Head of Department also has a responsibility as a teacher. All teachers are expected to:

- Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department to which they are accountable.
- Keep a record of their teaching and monitor and reflect on the effectiveness in meeting the teaching objectives.
- Set and mark pupils' work regularly and appropriately for the subject taught; record marks, monitor and assess progress and write reports as required.
- Maintain good order and discipline among pupils, safeguard their health and safety at all times when they are the responsibility of the school.
- Participate in the arrangements for preparing and assessing pupil's work, including for public examinations.
- Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses.
- Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff.
- As a form tutor, adhere to the expectations within the Form Tutor Handbook. In particular, be the first line of support for your tutees in school.
- Contribute to the delivery of the PSHE ('Skills for Life') programme.
- Contribute to the school's co-curriculum and super-curriculum.
- Proactively take part in professional development and training.
- Participate fully in the School's performance management ('Performance Development') programme.
- Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils.
- Cover lessons when required.
- Attend staff meetings and participate in working groups as required.
- Attend assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities.
- Attend Parents' Evenings.
- Adhere to school policies and promote the school's vision, values and aims.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

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PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies:

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none">• Experience as an excellent classroom teacher.• Good, relevant degree-level qualification.• Post-graduate professional qualification e.g. PGCE.• Strong level of scholarship in English Literature/Language.• Experience leading successfully in a school setting is desirable.• Experience as a form tutor is desirable.
SKILLS & QUALITIES	<ul style="list-style-type: none">• Passion for English Literature and Language, and for English education and extensive knowledge of the current educational landscape.• Excellent subject knowledge and knowledge of up-to-date resources and pedagogical approaches.• Reflective practitioner with evidence of continued professional development and a recognition that we can all improve.• Strong communication and interpersonal skills.• Ability to communicate and work effectively with pupils, parents and colleagues of all levels in the school.• Ability to lead with authority and to promote a mutually respectful working environment.• Ability to motivate and manage pupils by getting to know each pupil individually.• ICT literate and an effective user of technology in teaching and administration.• Excellent time management and organisational skills.• Excellent presentation skills, including the ability to chair meetings and present new ideas to pupils, parents and staff.• Team player.• Ability to think creatively, lead new initiatives and problem solve.• Emotionally intelligent, and adaptable and flexible to accommodate changes in work priorities.• Understand and respect the principles of confidentiality.• High professional standards of yourself and pupils.• Contribute positively to the overall ethos, vision, values and aims of the school.
SAFEGUARDING	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the school's safeguarding policy.• Ability to form and maintain appropriate relationships and personal boundaries with children.