



JOB DESCRIPTION

JOB TITLE	Head of English
DEPARTMENT	English
LINE MANAGER	Deputy Head Academic
LINE MANAGES	English Staff

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

- In common with all Forest School departments, the English Department is well-resourced and teachers are accommodated in classrooms equipped with electronic whiteboards and audio visual equipment.
- There are 11 teaching colleagues in the English Department, many of whom hold wider positions of responsibility throughout the school.
- We teach Edexcel English and English Literature IGCSE and Edexcel English Literature A level.
- The successful applicant will be required to teach classes across Key Stages 3, 4 and 5.
- The department aims to promote the engagement and enjoyment of English beyond the classroom, and to this end we use London as a rich and vibrant resource. Across all years, pupils are given the opportunity to go on theatre trips. There is a thriving English Society (for Y12 and Y13), and wider reading initiatives (for all years). Debating and creative writing societies are also run by members of the English Department, and the Department has run recent poetry competitions and initiatives such as The Masked Reader to raise the profile of the subject within the school.
- Recent visitors to the department have included comedian Eshaan Akbar and authors Candy Gourlay, Muhammad Khan and A.M. Dassu; this year we are welcoming Emma Smith from the University of Oxford.
- Department meetings are held weekly and promote the collegial and reflective working practices of the department.
- The Department's results are consistently excellent. Results at A level are consistently above the school average, with an average of 84% A*-B over the last three years; at IGCSE, we have averaged 94% 9-7 in English Language and 89% 9-7 in English Literature.

HEAD OF DEPARTMENT - GENERIC DUTIES AND RESPONSIBILITIES

Heads of Department provide professional strategic and operational leadership and management of their subject area to secure high-quality teaching, effective use of resources and on-going development of learning and achievement for all pupils. The Head of Department is required to be an outstanding teacher, leading by example, and to manage and monitor the delivery of an appropriate curriculum which is challenging, differentiated and well-resourced. They are

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also responsible for leading and line managing colleagues and quality assuring and scrutinising standards of teaching and learning, promoting a reflective culture of professional growth and development.

In addition to the duties expected of a teacher (as laid out in the Job Description of a Teacher at Forest School, please see website), a Head of Department is expected to:

Strategic Leadership and Management:

- Provide professional strategic and operational leadership for the subject area.
- Manage and monitor the delivery of a challenging and well-resourced curriculum.
- Lead and line manage colleagues within the department.
- Quality assure and scrutinise standards of teaching, learning and assessment through learning walks, lesson observations, work scrutiny and pupil voice survey.
- Promote a reflective culture of professional growth and development within the Department.
- Proactively model the aspects of excellent teaching outlined in the Forest Teacher Framework.

Curriculum Development and Delivery:

- Establish high standards for teaching and learning within and across the Department.
- Evaluate the quality of teaching and learning through various methods.
- Ensure the development and review of a comprehensive scheme of work and curriculum map.
- Ensure that the curriculum is developed along the lines signposted by the Deputy Head Academic and fulfils areas of broader academic strategy. This includes emphasising key skills and knowledge and underscoring this with frequent and robust assessment.
- Analyse and review examination results, preparing an annual Examination Results Report.

Innovation and Enrichment:

- Encourage innovative and imaginative curriculum work.
- Ensure the provision of enrichment and super-curricular activities.
- Support pupils requiring help or additional support with the subject.
- Establish links with the wider community to enhance pupils' learning.

Professional Development of colleagues:

- Inspire a positive atmosphere in the Department of collaboration, academic aspiration, and collective responsibility.
- Support the professional development of teachers through the signposting of external courses, the sharing of best practice internally and creating a culture centred on developmental mindsets and continuous engagement with professional development.
- Support trainee teachers/ECTs/new staff, including overseeing aspects of Initial Teacher Training.
- Assist colleagues in the development of classroom management strategies.

Data Analysis, Progress Monitoring, and Intervention Planning:

- Make effective use of data to inform planning and intervention.
- Keep clear records of all pupils' attainment and progress, interfacing effectively with the established whole-school systems.
- Develop and review schemes of work, specifications, marking policies, assessment, and teaching and learning strategies.
- Reflexively respond to the needs of pupils within your department.

Meetings and Communication:

- Hold regular department meetings with a pre-planned agenda, minutes, and action points.
- Provide minutes of all department meetings to relevant stakeholders, including the Deputy Head Academic and Deputy Head Co-Curricular (certain subjects).
- Attend and contribute to Heads of Department meetings and other committees.
- Produce and update a Department Development Plan, aligning with the School Strategic Development Plan.

Administration and Documentation:

- Oversee the writing of reports and other communications within the Department.
- Be proactive in liaising with parents, carers, and other stakeholders – modelling best practice in this area for the rest of the team.
- Be proactive in supporting colleagues with issues pertaining to pupil behaviour for learning.
- Manage and deploy teaching/support staff, financial, and physical resources effectively.
- Oversee the production of Department publications and presentation of pupils' work.
- Be part of the appraisal and performance review programme for all staff within the Department.

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- Working collaboratively with the Deputy Head Staffing and Operations, make appropriate arrangements for classes when staff are absent, particularly when this is a longer-term absence.

Health and Safety:

- Be familiar with and implement all School Policies and Procedures.
- Manage the School's Health and Safety policy within the department.
- Ensure Health and Safety policies and practices align with statutory guidance.

Recruitment and Induction:

- Participate in the interview process for teaching posts.
- Ensure effective induction and onboarding of new staff in the department.

University Admissions and External Relations:

- Oversee university admissions advice and preparation for the subject.
- Develop and maintain positive relations with external stakeholders.
- Develop a strong programme of super-curricular signposting, engagement and support which will help students unlock places at highly selective institutions and employers.
- Keep abreast of subject developments and educational/employment trends pertaining to your subject area.

Other Leadership Expectations:

- Show support and concern for the welfare and well-being of staff in the Department.
- Act as a positive role-model for staff.
- Hold an excellent attendance record.
- Work proactively with the Senior Leadership Team to support the strategic development of the school.
- Model best practice and positive behaviours in engaging with other areas of professional responsibility and aspects of wider school life.
- Positively support important days for the school, including Open Days and Prize Giving.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the school.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work and provide feedback according to departmental and School marking policies, giving appropriate feedback, and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness and understanding of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of pupils identified as SEND or requiring additional learning support.
- Interface regularly with the Learning Support Department and fully understand pupil needs as expressed in Pupil Passports.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

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- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Actively support the super-curricular and academic life of your department.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the school as required by the Head of Department, Deputy Head Staffing and Operations or the Heads of Section and Preparatory School. and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding:

- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.
- No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including breaktime supervision, cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings and briefings, parents' evenings, Commemoration Day, inset sessions and similar important functions both in and out of normal School hours, and participate in Open Days for prospective parents, carers, and pupils.

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- Notify their Head of Department and the Deputy Head Staffing and Operations as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the Deputy Head Staffing and Operations.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the following documents:

- Staff Code of Conduct
- Teaching and Learning Policy/Forest Teacher Framework
- Tutor Job Description
- Departmental Handbook(s)

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

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