

Information for Head of English post for September 2017

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we have built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia. Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita

Aims of the School

Akeley Wood School is an independent co-educational day school. The Senior School houses 560 children aged from eleven to eighteen on two sites, Akeley Wood House and Tile House Mansion.

The School's primary aim is that pupils should develop their individual talents and personal qualities in whatever direction they may lie, although we do place a particular emphasis on the best possible academic achievement. Most importantly, we hope that pupils will genuinely enjoy and value their time here and will take with them not only the best possible qualifications, but also a sense of purpose, a belief in themselves, firm friendships and a caring attitude towards those around them.

Akeley Wood has a long tradition, but a direction that looks to the future, preparing young people for life in the twenty-first century. It offers a friendly and purposeful environment, with small classes and enthusiastic teaching, where good habits of work and independence of mind can flourish. It is a school without pretension, but with a happy and civilized atmosphere and a demonstrable record of success.

The School has recently received a cash injection of £8 million in support of further development and growth. In May 2015, Akeley Wood Senior School obtained an '**Outstanding**' Schools Inspection Report:

"The quality of the curriculum is outstanding. Coupled with excellent teaching, tight assessment procedures and critical use of data, it helps pupils of all abilities to make excellent progress from their relative starting points."

School Inspection Service May 2015

The English Department

The successful candidate will join the existing team of English specialists, who teach across the age range. The Department is properly resourced with books and all rooms have IT facilities, data projectors and in some cases interactive whiteboards. Emphasis is placed on the importance of an attractive learning environment and the display of pupils' work is encouraged. Each member of the Department is responsible for the appearance of his/her room.

English and English Literature are taught to all pupils in Key Stages Three and Four. In Years 7 and 8, pupils are currently taught in their form groups, although provision has been made within the curriculum for setting to occur when desirable. One of our principal aims is to foster a sense of delight in our pupils with the wonders of imaginative language and literature. Pupils are introduced to a wide range of texts, from classics to newly published fiction, venturing into more challenging literary worlds and encouraged to become more mature in their writing and their critical judgement.

We have for September 2017 moved to a three year Key Stage Four, which means all students begin their GCSE courses in Year 9. At GCSE pupils follow the Edexcel specification for Language and Literature. Class sizes are small (maximum 20 students), which allows teachers to give individual support where necessary (and additional Study Support is available for pupils with specific learning needs). At A Level we offer OCR English Literature. GCSE has been a particular focus this year and the successful candidate for the Head of English post will have an excellent understanding, and evidence, of raising attainment for GCSE students.

It is the aim of our Department to encourage pupils throughout the school to value the experience of private reading by creating regular opportunities for this activity in class and homework, and by introducing pupils of all ages to a wide range of texts. We seek to create opportunities for pupil-led discussions, encouraging pupils to think for themselves and to develop independent opinions and ideas. Likewise, the individual skills and strengths of the teachers are recognised and fostered.

Members of the English department play an important part in the wider life of the school. We have a thriving and developing Debating Society and participate in a variety of competitions, as well as holding our own which is chaired by the Speaker of the House of Commons. We strive to enhance the experience of our students through appropriate theatre trips, visiting speakers and other extra-curricular activities. Members of the department also deliver the English Speaking Board qualification to a growing number of students in the Sixth Form.

The English Department is a thriving and hardworking team; its members share a common commitment to the encouragement of academic achievement and the development of the pupils as young people. This is an exciting time to join and lead the English Department as we continue to develop and adapt teaching and learning opportunities in light of curriculum changes at Key Stage Three, GCSE and A Level. We are looking for a committed and inspiring leader to guide the work of this vital core curriculum area into the next phase of its development.

Mrs A Ayres
Head of Senior School

Head of English Job Description, Akeley Wood Senior School

	Head of English
Job Purpose	Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.
Accountable to:	The Head via the designated SLT link
Responsible for:	Staff teaching within the English Department
Accountabilities (in addition to those required of a qualified teacher)	<ol style="list-style-type: none"> 1. Policy/Strategic direction and development <ol style="list-style-type: none"> a. Contribute to whole school policy-making and strategic planning as required by the Head. b. Prepare, monitor and update annual departmental plans in consultation with colleagues. c. Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans. 2. Leadership & management of others <ol style="list-style-type: none"> a. Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. b. Empower members of the department to develop their leadership potential to ensure continuous improvement within the department. c. Performance manage teachers in their department d. Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department. e. Chair departmental meetings to ensure that they are used effectively to review and improve performance, and that actions are recorded and implemented 3. Teaching and learning <ol style="list-style-type: none"> a. Promote excellence in teaching and learning to ensure all pupils maximise their potential and are equipped



	<p>for life beyond school.</p> <ul style="list-style-type: none">b. Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.c. Ensure that schemes of work are created, used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning with regard to different abilities.d. Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained.e. Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.f. Work closely with the Head of Learning Support to ensure that the English provision is complimentary to the that of the Learning Support department with respect to literacyg. Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.h. Take a key role in improving Whole School Literacy; working with the Head of Learning Support and the Literacy Coordinatori. Liaise with the Deputy Head of the Junior School re the English curriculum at AWJS.j. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days and English workshops/clinics.k. Analysing department public examination and internal performance data including analysing GL assessment data and use to inform teaching and learningl. Monitor the quality control of the department reports to parents. <p>4. Extra-curricular activities</p> <ul style="list-style-type: none">a. Actively promote interest in the subject outside the immediate physical and timetabled confines of the department. <p>5. Marketing and external links, including public occasions</p> <ul style="list-style-type: none">b. Actively promote the department within the school community to encourage pupils' interest in the subject area.
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- c. Maintaining classroom displays and other curriculum materials to create welcoming and stimulating environment.
- d. Contribute to the positive promotion and marketing of the school and Cognita in the local and wider community.
- e. Lead the department's contribution to marketing events and external links.

6. Management of resources

- a. Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- b. Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- c. Create outstanding whole school display materials, and ensure the showcasing of high quality work at whole school events and across the sites
- d. Ensure that all resources are fit for purpose and used in accordance with School's health and safety guidelines.
- e. Take a lead in supporting the School's development of a Library/Learning Resources Centre.

7. Monitoring, evaluation & assessment

- a. Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- b. Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

8. Training & development of self and others

- a. As a lead professional set personal targets and take responsibility for own continuous professional development.
- b. supporting their staff to be ensure effective and productive communication with parents
- c. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.



	<p>All school staff are expected to:</p> <ul style="list-style-type: none">a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.b. Contribute to the school's programme of extra-curricular activities.c. Act as a Form Tutor and/or Academic Mentord. Support and contribute to the school's responsibility for safeguarding pupils.e. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitorsf. Promote equality of opportunity for all pupils and staff, both current and prospective.g. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.h. Engage actively in the School's performance management review process.i. Adhere to policies as set out in the Staff Handbook and the Cognita Employee Handbookj. Undertake other reasonable duties related to the job purpose required from time to time.
Safeguarding	<p>The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer.</p>
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

April 2017

Head of English
Person Specification
Skills Required

Excellent interpersonal skills	Essential
High level of classroom teaching skills	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others; excellent written and spoken English	Essential
Ability to use data effectively to impact on student achievement	Essential
Excellent ICT skills	Essential

Knowledge Base

Excellent professional knowledge and understanding	Essential
Understanding of national and examination curricular requirements of the subject.	Essential
Knowledge of recent developments in teaching and learning	Essential

Qualification/Attainment

A well-qualified graduate in English or related subject with QTS or the equivalent gained through experience.	Essential
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Experience

Experience of working with young people	Essential
Successful teaching experience across the age range 11-18; with a track record of consistently enabling pupils to achieve high standards	Essential
Experience of leadership of an aspect of the English curriculum	Essential
Examiner or Moderator for GCSE or A-Level English exam board	Desirable

Attitude/approach

Ability to enthuse young people	Essential
Ability to motivate, lead and inspire the staff in your department	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience, creativity	Essential
Flexible and firm with the ability to know when to be either	Desirable
Commitment to personal development and life-long learning.	Essential
Willingness to give generously of their time to support school events/activities/visits.	Essential
Commitment to a “through-school” approach to learning	Essential

Pay and Conditions

- All teachers at Akeley Wood School are eligible to belong to the Teachers' Pension Scheme.
- Staff receive a midday meal free of charge during term time
- The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.
- A discount in school fees from Nursery onwards is available to full-time staff; for part-time staff, the fee reduction is calculated pro rata.
- There is a no smoking policy.

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