



BURGESS HILL

— GIRLS —

Head of English **Required for April or September 2018**

We are looking to appoint a dynamic and inspirational Head of English with excellent communication and interpersonal skills to lead an enthusiastic English Department in this excellent and high performing school, to commence either April or September 2018.

The successful candidate will be motivated and aspirational and will work with the department in promoting a love of English both inside and outside the classroom. You will teach English Language and English Literature throughout the Senior School and English Literature at A level.

A willingness to contribute to the extra-curricular life of the School is essential.



ABOUT THE SCHOOL

Location

The School is situated in a very pleasant thirteen-acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from

Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is just three minutes' walk from the mainline station.

Facilities

The School is a blend of Victorian buildings and ultra-modern facilities; there has been a steady development of the facilities, including a new Media Arts block and a dedicated Performance/Drama Space.

Curriculum

The School offers a full range of GCSE and A-Level courses in preparation for university entrance.

Pastoral care

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence which will help her to make the most of her time with us, at university and thereafter. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self-esteem which comes from being valued as an individual within a community.

Extra-curricular activities

Extra-curricular activities give every student wonderful opportunities to explore her own talents and develop her individual skills to her full potential.

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements.



THE ENGLISH DEPARTMENT

As in any school, English is considered to be of central importance in the curriculum, and this is reflected in the proportion of time allocated to it on the timetable. In Years 7 and 8 (the Lower School) students have a total of five 40 minute periods of English per week. Girls choose their GCSE options at the end of Year 8. In Years 9, 10 and 11 the English allocation increases to seven 40 minute periods of English per week. The average class size is

approximately 17. A full time teacher would normally teach right across the age range, with a class in virtually every year group each year. This would include at least one A level set. This gives staff a good sense of students' progress and subject continuity and allows them to get to know the students very well. They are also able to contribute to the subject at all levels.

At KS3, we review and renew the programmes of study and medium term units of work very regularly. As an independent school, we have the opportunity of taking the best from the National Curriculum without feeling constrained by it. We put an emphasis on fostering a lively interest in reading, literature and creative writing, and a gradual development of analytical skills. We aim to introduce students to a range of poetry, fiction, drama and media texts each year that they will find interesting and challenging. Students now buy their own books, which gives us the freedom to choose exactly what we want to teach and the flexibility to change a scheme of work. Classes are set by ability.

At KS4, we aim to focus on the development of skills and on literature as a source of enjoyment as far as is possible within the confines of the AQA syllabus. English and English Literature courses are combined in all classes. Classes are set by ability.

English Literature is a popular choice at A level, with either one or two sets per year in the Sixth Form. Sets are shared by two teachers who teach a total of four 40 minute periods per week. We follow the AQA B syllabus.

Full time members of the department are expected to take on at least one major area of responsibility – for example schemes of work at KS3, or the development of IT as a teaching tool. We also share responsibility for the programme of theatre visits and special events run annually.

There is a tradition of sharing and cooperation in the department. In the past we have frequently worked as a team to develop teaching strategies and materials, and we feel that discussion and exchange (both formal and informal) has been a much-valued feature of our work. The rapid pace of change in English teaching at present, coupled with the relative freedom of teaching in an independent school, offers us a virtually unprecedented opportunity to review, experiment and innovate, in order to construct courses for the students that are genuinely progressive, challenging and fulfilling. We are looking for a person who has the energy, enthusiasm and ideas to contribute to this dynamic department.

HEAD OF ENGLISH

The Head of English shares with other senior members of staff general responsibility for the day-to-day management and good order of the school and for the maintenance of the highest quality in every aspect of the school's life and work. In particular, the Head of English has a crucial role in ensuring that members of the departmental team provide each of their pupils with the opportunity to achieve the highest possible academic standard.

In addition to the responsibilities of a classroom teacher, the Head of English is expected to:

- Take responsibility for the planning and writing of programmes of study and their implementation in teaching through Years 7 to U6, monitor teaching and learning in the department and make arrangements for internal examinations.
- Take responsibility for organising entries for public examinations in English and for maintaining good results in these examinations.
- Be responsible for the general welfare, morale, motivation and effectiveness of teachers in the English Department.

- Hold regular English Department meetings to define objectives, to set targets and review the performance of the department and its members.
- Use relevant baseline and tracking data to inform and monitor departmental targets.
- Conduct the Annual Performance Review process with members of the department.
- Organise the teaching timetable of the English Department staff in liaison with the Assistant Head Academic and the school timetabler.
- Establish a Department Development Plan and monitor, evaluate and review progress regularly.
- Represent the English Department in whole school planning.
- Oversee communications between the department and the school as a whole, and between the department and the outside world.
- Maintain close links with the Junior School, SENCO and the library.
- Organise and oversee entrance and scholarship processes in relation to English.
- Keep abreast of curriculum change and development and to ensure regular in-service training for all members of the department.
- Incorporate the use of ICT within the curriculum area ensuring best use of the resources and facilities available.
- Promote new initiatives and ideas and manage change within the English Department.
- Attend such meetings as are reasonably required by the Head and Assistant Head Academic.
- Promote academic excellence through the display of work, departmental competitions and projects as appropriate for each year group.
- Submit an annual budget bid, to manage that budget, ordering materials and rebilling students as appropriate each term.
- Oversee the organisation of theatre trips and conferences etc. as appropriate for each year group.
- Write English Department publications and keep them up to date.
- Ensure all working in the department is risk assessed and that health and safety matters are kept up to date as directed by the Bursar.
- Oversee the upkeep of rooms and equipment used by the Department.
- Organise and oversee the English Department's contribution to extra-curricular provision of the School by developing and implementing extra-curricular opportunities for pupils (with an English focus) in the form of lunchtime and after-school clubs.
- Contribute to the school liaison and marketing activities.
- Undertake such other tasks as the Head shall from time to time reasonably require.

The Head of English will normally be allocated a Form Tutor role, and will be expected to play a full part in the life of the school community to support its distinctive ethos, and encourage and ensure staff and students follow this example.

The Head of English would teach approximately 34 periods out of a possible 45x40 minute periods per week.



REQUIREMENTS FOR THE POSITION

- We are seeking a well-qualified English teacher who has the ability to teach English and English Literature up to A Level
- Enthusiasm and passion for the teaching of English
- The successful applicant will be expected to promote a love of English both inside and outside the classroom.
- Willingness to contribute to the extra-curricular life of the School is essential.

RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be from a current or last employer and should comment on the teaching skills of the candidate. References will be taken up prior to interview.

The closing date for applications is **5.00pm on Monday 27th November 2017.**

Short-listed candidates will be contacted by telephone and interviews will take place **on Thursday 7th December 2017.**

Candidates who have not heard from the School by the end of December should presume that their application will not be taken further.

Candidates will be required to teach a short lesson on a topic to be decided, complete a relevant task and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

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

