



## HEAD OF ENGLISH AT TWYFORD SCHOOL



*Twyford School is a successful co-educational, independent day and boarding prep school for 400+ pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 26 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.*

*The English Department at Twyford School is a thriving, supportive team, comprised of class teachers in the lower parts of the School and specialist subject teachers in Years 5-8, who work together to ensure pupils throughout the School receive the very best teaching, shaped by research and collaboration. We have high expectations of our pupils and our staff and we believe our School offers an environment which is supportive and nurturing, whilst still retaining a sense of fun and love of learning.*





## KEY RESPONSIBILITIES

- Leading the English department and having a clear vision and direction which correlates with the overall objectives of the School.
- Ensuring the English department is a distinctive and successful part of the School.
- Fostering in the children a love of English
- Ensure that a relevant scheme of work is maintained and reviewed regularly, and that Departmental policy is implemented
- Monitoring the work of staff in the Department via formal and informal lesson observations, work scrutiny, twice yearly Professional Development Review meetings and other appropriate means, ensuring that learning and teaching within the Department are consistent with the School's Strategic Framework
- Providing support and mentoring to members of the Department in order that the highest standards are maintained.
- Overseeing the production of the annual Senior School play
- Complying with School policies as set out in the Staff Handbook
- Furthering awareness and implementation of new teaching and learning methodologies across the English department and ensuring that creative use is made of resources, including new technologies.
- Reviewing and developing the English curriculum in the context of whole-school priorities and initiatives, liaising with colleagues to ensure consistency of curriculum delivery across the whole School.
- Ensuring the School's policies are adhered to including any issues regarding Health and Safety.
- Promoting effective communication within the Department and holding regular teaching and learning focused meetings.
- Delegating effectively and fairly.
- Facilitating access to professional development opportunities for all members of the Department.
- Managing the Departmental budget effectively and ensuring that the Department is appropriately resourced.
- Producing an annual Departmental Review, to be submitted to the Headmaster and Deputy Head Academic by the start of each Autumn Term
- Teaching English within KS2 and KS3, as timetabled, including preparing pupils for pre-tests, Common Entrance and scholarship examinations
- Keeping appropriate lesson plans and records
- Monitoring and reviewing the progress of pupils through regular assessment
- Preparing for and attending Parents' meetings
- Taking an active part in the extra-curricular life of the school and its pupils





## TEACHING AND LEARNING

- Ensuring that every pupil is excited by learning and given the opportunity to excel
- Assisting with the setting of pupils appropriately where required
- Maintaining the image of the subject as an interesting and valuable one
- Keeping learning environments stimulating and interesting
- Keeping abreast of developments in the subject, maintaining contacts with professional associations, exam boards and other schools Participating in discussion, within the department, on the development of appropriate syllabuses and schemes of work at all levels
- Participating in the setting and marking of internal exams and determining appropriate grade boundaries thereafter

## SCHOOL RESPONSIBILITIES

- Communicating departmental matters to the Deputy Head (Academic), discussing examination results and raising issues of concern
- Contributing to the school's programme of extra-curricular activities
- Maintaining high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Promoting and safeguarding the welfare of children and young people with whom s/he comes into contact and adhering to the School's Child Protection Policy
- Supporting and promoting the School's ethos, aims and objectives
- Sharing in the corporate responsibility for the pastoral care, well-being and discipline of all pupils at Twyford.
- Assuming the role of Form Teacher/Tutor
- Being readily and enthusiastically available to parents, displaying approachability and professionalism at all times.
- Assisting with co-ordinating the organisation of expeditions and other extra-mural activities in relation to the department
- Planning an exciting extra curricula programme of offsite events
- Presenting the department at Open Days etc. as the need arises
- Ensuring that the facilities used by the department, including equipment and teaching areas, are maintained in an appropriate condition
- Engaging actively in the performance review process including conducting twice yearly appraisals of departmental staff
- Being an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn
- Following responsibilities as defined in the Health & Safety Policy
- Undertaking other reasonable duties related to the job purpose required from time to time



## ADDITIONAL INFORMATION

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
- The School reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- Comply with the School's Health & Safety Policy.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Demonstrate a commitment to improving and developing the organisation's processes and facilities.
- Treat each pupil and each other as an individual with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- Carry out any other reasonable duties as requested by the Headmaster or Bursar.

## PERSON SPECIFICATION

### Qualifications

- Degree or equivalent in English.
- PGCE/QTS preferred.

### Experience

- Leading and inspiring others.
- Strong track record in teaching.

### Skills

- Enthusiastic and imaginative approach to learning and teaching.
- Possess the ability to lead and also be a part of a team.
- Ability to prioritise and be well-organised.
- Good level of IT skills.



- Excellent listening and communication skills to a wide range of audiences both orally and in writing.
- Excellent interpersonal skills.
- Emotional resilience and ability to work under pressure.

## Knowledge

- Awareness of curriculum development.
- Awareness of appropriate learning and teaching strategies.
- Appreciation of the ethos of an independent boarding school.
- Understanding of best practice in a variety of settings.

## Personal competencies/qualities

- Commitment to lifelong learning.
- Flexible, adaptable and persuasive.
- Commitment to professional development.
- Approachable, personable.
- Resilience, commitment and confidence.
- Both independent and happy within a team.
- Ability to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships.
- Intellectually curious.
- Integrity.





## TERMS AND CONDITIONS

### SALARY AND BENEFITS

- A highly competitive salary, commensurate with experience and the importance and standing of the job.
- Contributions will be made to the Twyford School Pension Scheme, and a death in service benefit is included.
- Use of a laptop.
- Staff fee remission will be offered to the children of the successful candidate, subject to the School's usual admission criteria being met.
- Lunches, biscuits, tea and coffee are provided during your working day.
- Parking is provided onsite.

### WORKING HOURS

- You will be expected to work hours required to fulfil the duties of the post, over and above the normal working week, which may include evenings, weekends and School holidays.
- A formal contract detailing the terms and conditions will be drawn up on appointment.

The School:

- Values diversity and is committed to equality of opportunity.
- Has a responsibility to ensure that all employees are eligible to live and work in the UK.
- Will take up references on shortlisted candidates.

## APPLICATION PROCEDURE

We hope, having read the brochure and researched our School, that you will now be ready to apply. Application forms can be found on our website, or requested from, and sent back to: [hr@twyfordschool.com](mailto:hr@twyfordschool.com).

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education. Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment.

### Twyford School

High Street, Twyford

SO2 1NW

Phone: 01962 670734

Email: [hr@twyfordschool.com](mailto:hr@twyfordschool.com)

All applications will be acknowledged by email. If you have not received an acknowledgment within two working days of sending, please contact Carolyn Godrich, HR Manager by telephone on 01962 670734.

Shortlisting will take place following the closure of the advertisement. Applicants should provide:

- A fully completed application form.
- A letter of application addressed to Mr Andrew Harvey, Headmaster.

**THE DEADLINE FOR APPLICATIONS IS 0900 ON FRIDAY 19 NOVEMBER 2021.**

Interviews will be held at the School during the week commencing 29 November 2021 and will include an opportunity to tour the School.