

King's House School

Head of English Applicant Pack

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The role of Head of English

King's House has a strong academic reputation and sends boys to a wide range of high quality day and boarding schools. The English Department is very strong and prides itself on passionate teaching of the subject and excellent results for the pupils.

The Head of English will be responsible for ensuring that the delivery of English across the school is challenging, exciting and innovative – stretching the most able and supporting the less able. They will be expected to teach to scholarship level for the top schools. A number of staff teach English across the school and the new Head of Department will need to be able to lead and inspire these staff, providing guidance and support to all those teaching the subject. They will also be expected to lead the preparation of pupils for the pre-tests and 11+ exams in Year 6.

General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department (Reception to Year 3) on its own site just down the hill, and the relatively new Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining scholarships.

The Nursery Department operates from its own site in a recently acquired and carefully restored building. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery Department and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff but the school PE and Music staff help out with sessions each week.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games and in some years, ICT. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys join the Senior Department for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astroturf pitch, two ICT rooms, two Science laboratories and a Music area. There are three forms in each year group. The boys are taught in 3 groups (or sets in some years) up until Year 8 with increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older.

Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

Working at King's House

Staff at King's House are expected to show a commitment to the school and its ethos. The school has its own salary structure, which is above the state sector scale, and staff are encouraged to join the Teachers' Pensions Scheme. Staff benefit from a programme of professional development which includes regular coaching and in-service training courses delivered by school staff or externally. NQTs can gain their QTS by completing their Induction Year at the school.

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

How to Apply

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to Will Cullen, HR Manager, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than **Friday 10th April 2020**. Alternatively, please email your application to recruitment@kingshouseschool.org. **We welcome early applications and will consider holding interviews before the closing date for strong candidates.**

King's House School

Job Description for Head of English

Overall Aim

The overall role of the teacher at King's House School is to provide the pupils within the school with high quality teaching to promote their learning and well-being, being constantly mindful of their pastoral needs.

Duties as Head of English:

- be accountable for English throughout the school
- oversee and support all staff teaching English
- work closely with the Junior Dept English Coordinator
- oversee the preparation for pre-testing – computerised and written versions – which take place predominantly in Year 6
- coordinate the preparation, setting and marking of appropriate examinations including preparing pupils for pre-tests (as above), Scholarship, CE, and individual senior school examinations
- monitor and assess English results
- implement systems of assessment that facilitate coordination and continuity between year groups and sections of the school
- oversee the progression of English throughout the school
- formulate and update the departmental documentation, which provides guidelines of principles of good practice in English teaching and gives a framework through which the demands of National Curriculum, Common Entrance and Scholarship examinations can be met in the light of current teaching practice and changes in syllabus
- formulate and update the Scheme of Work
- monitor and ensure that the Scheme of Work is being followed throughout the school
- monitor marking, ensuring that the school and departmental marking policies are being followed
- produce and implement the department development plan
- organise events and excursions that support the English curriculum
- set an example of good practice in English teaching (probably teachings Y5-Y8)
- analyse the training needs of all those teaching English and provide training from external sources or in-house to meet those needs
- provide and set appropriate tasks for absent colleagues
- cost and submit an annual budget bid and then monitor purchases to remain within that budget
- order new equipment and books as necessary to meet the demands of the curriculum within the allocated budget

- provide an agenda for and chair departmental meetings
- attend Heads of Department meetings
- liaise with other schools particularly senior schools on changing requirements and new syllabuses
- liaise with parents and other staff

Duties as a teacher of English

- teach English up to and including 13-plus Common Entrance and Scholarship levels.
- prepare pupils for CE and Scholarship examinations
- offer another subject where possible

Duties as a teacher (applicable to all teaching roles)

- inspire pupils with an enthusiasm for the subject and a love of learning
- employ a range of teaching methods and apply them effectively, according to the maturity and ability of the pupils and the desired learning outcomes
- plan work in accordance with department schemes of work
- contribute to department schemes of work
- liaise with colleagues on the planning of units of work for collaborative delivery and the development of teaching materials and resources
- take account of pupils' prior levels of attainment and use them to set targets for future improvement
- set appropriate homework tasks and set work for pupils absent from school when needed
- maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school's policy)
- set high expectations for pupils' behaviour by establishing a purposeful working atmosphere
- set appropriate and demanding expectations for each pupil's learning, motivation and presentation of work
- promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
- liaise with support teachers particularly the learning support team and the office staff
- be familiar with assessment and examination results of pupils and use these when planning lessons and work
- keep up to date with current developments in your subject area and attend relevant in-service training both within and without the school
- undertake responsibility for specific areas within the department as identified by the head of department
- make use of ICT and other technologies to promote achievement

- ensure that all lessons are well planned and that records of pupils' work are kept
- fully meet the requirements of examination regulations and other requirements of forms of assessment within the school
- mark (in accordance with the school's and, where appropriate, department policy), monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- carry out assessment programmes (reports, grades) in accordance with school guidelines
- attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- devote sufficient time outside of formal school hours for preparation, assessment and administration

Professional Duties and Expectations (applicable to all teaching roles)

- support and promote the aims and ethos of the school
- treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- set a good example to pupils in terms of dress
- arrive at school in good time (by 8am) and remain at school until the end of the working day, allowing enough time after this for further preparation
- carry out break and supervisory duties as designated
- promote the aims of the school when attending and participating in events such as assemblies, Visitor Mornings and sports, music and drama events
- take responsibility for own professional development and participate in training when provided
- reflect on own practice and contribute to the process of continuous improvement of the school eg participation in mutual observation process (within department and across the school)
- contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme
- contribute to the corporate life of the school through effective participation in all meetings
- read and adhere to all the school policies as outlined in the school handbook(on line) and contribute to the development of new policies
- undertake all responsibilities as prescribed within school policies
- ensure that all deadlines are met as published
- undertake professional duties as may be reasonably assigned
- Be proactive and take responsibility for matters relating to health and safety and all other legislative requirements

- Take on opportunities for additional roles and responsibilities
- attend school outings and take part in residential trips as needed
- drive a minibus and be first aid trained if possible
- support and promote the school in the development and maintenance of its charitable aims

Duties as a Form Teacher (where appropriate)

- be the first point of contact for pupils and parents
- be responsible in the first instance for the general welfare of the pupils in that form
- be responsible for overseeing a pupil's academic and social progress in school that year
- co-ordinate the form's school reports and write a general report for these pupils
- register the form each morning
- disseminate any information or correspondence as required
- maintain an ordered, attractive Form Room in which the pupils can take pride as their base
- help the form to develop a collective spirit of loyalty, trust and support
- prepare a form assembly annually

Person Specification

The ideal candidate will have all or some of the following:

- Educated to degree level
- Postgraduate teaching qualification, including QTS, would be an advantage
- Knowledge of National Curriculum for English
- Understanding of how English can be made relevant, accessible and engaging for all pupils
- Ability to lead, inspire and support pupils
- Ability to think creatively and imaginatively
- Experience of pre-testing and entrance procedures in Year 6 and for 13+
- Experience/knowledge of London day schools