

# **Cothill House School**

## **Job Description: Head of English**

### **September 2018/January 2019**

#### **Context**

This is a rare opportunity to take on the leadership of a key department at one of the country's leading boys' boarding prep schools. The successful applicant will be a graduate of English with an outstanding subject knowledge and a proven record of preparing children for entrance examinations and scholarships to many leading senior schools including Eton, Harrow and Winchester.

With a passion for literature and a dynamic approach to their role in the classroom, he/she will be inspirational in both their teaching and leadership. This post will suit an ambitious English teacher seeking promotion or an existing head of English ready for a fresh and exciting challenge.

#### **Job Description**

The successful candidate will report directly to the Deputy-Head (Academic) and through him to the Headmaster, and will be expected inter alia to:

#### **Academic**

- Be responsible for developing an engaging, rigorous and creative English curriculum;
- Work closely with the Deputy Head (Academic) to ensure that appropriate progress is made by all boys;
- Strive to raise standards of attainment and achievement, ensuring an appropriately differentiated curriculum is delivered;
- Develop targets within the department and work towards their achievement;
- Have oversight of English teaching and learning, formally and informally, across the whole school;
- Contribute positively towards the CPD of all members of the department;
- Contribute towards staff insets and share good practice with all staff on a regular basis;
- Liaise with the head of Learning Support to deliver consistent teaching and monitoring;
- Promote and develop the Accelerated Reader scheme;

- Enrich the boys' learning by organising regular workshops, visiting speakers and educational trips
- Promote debating and public speaking for all ages;
- Develop drama through the school;
- Implement school policies and procedures;
- Keep abreast of developments in educational thinking and research;
- Set the standard through inspiring, dynamic teaching.

### Management

- Foster a culture of outstanding practice and a collaborative, collegiate environment within

enables all teachers to thrive;

- Promote subject initiatives that motivate and inspire;
- Manage internal examinations and their marking;
- Plan for new resources and manage the department budget efficiently;
- Plan for, and chair, regular department meetings;
- Keep all documentation up-to-date including the department handbook, scheme of work and website
- Contribute insightfully to Heads of Department meetings.

### Key Attributes

The successful candidate will:

- Have QTS and an English degree
- Be a first-rate classroom teacher and role model;
- Have an active commitment to the safeguarding and welfare of children;
- Have strong interpersonal skills that inspire confidence;
- Be an effective communicator with boys, parents and colleagues alike;
- Have good IT skills and be prepared to embrace technological innovations;
- Have a love of English literature and the English language;
- Strive for excellence in all that they do;

- Be passionate about raising standards in teaching and learning;
- Be a proven team player;
- Thrive in a busy work environment;
- Be well organised, hardworking and have stamina;
- Be at ease assessing data from standardised tests;
- Be an ambassador for the school;
- Be willing and able to contribute to the wider extracurricular life of our busy boarding school;
- Have a 'can do' attitude and a sense of fun.

#### Benefits of working at Cothill

- Great colleagues and engaging pupils;
- Freedom to make the most of one's strengths;
- Ongoing professional development;
- Competitive salary dependent on experience;
- Membership of the Teachers' Pension Scheme;
- Spacious, modern classrooms, well supported by IT;
- Exceptionally large and well-stocked school library;
- Vibrant music and arts;
- Excellent in-house catering;
- Staff accommodation may be available;
- Superb sports fields and golf course, indoor swimming pool, climbing wall;
- Extensive grounds and rural setting close to Oxford.

#### Note:

This job description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position. Any role at the school can develop over time as appropriate. This job description is not contractual and therefore may be subject to change.

## **Conditions of Employment**

### **Salary & Terms of Employment**

Commensurate with experience. It is possible that accommodation will be available for the successful candidate.

Cothill is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

### **Applications**

These should be made through a letter and accompanying CV, addressed to the Headmaster:-

Duncan Bailey, Cothill House, Abingdon, Oxon, OX13 6JL

Or to his PA Sophie Willis:- [sophie@cothill.net](mailto:sophie@cothill.net)

The names, addresses and telephone numbers of three referees at least are also required, one of whom should be a present and/or previous employer. Please indicate clearly in your letter when it would be appropriate for referees to be approached.

**Closing Date: Friday 13<sup>th</sup> April**