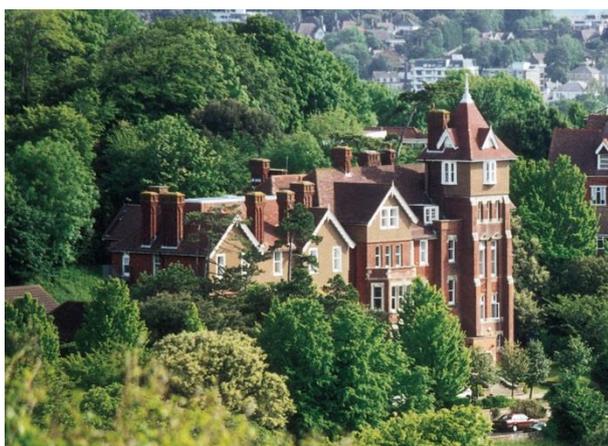




An independent 0 – 18 girls' day and boarding school in Eastbourne



***The post of Head of English
Required for September 2019
(Full or Part time)***

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

Reporting to the Head of Teaching and Learning we are seeking to appoint a well-qualified, dynamic and enthusiastic Head of English. The post holder will provide strong, inspirational leadership.

English is a popular and successful subject at Roedean Moira House and the key focus is to develop the uptake at A level. The ability to offer a wide range of key stage levels would be an advantage.

Job Description

- To deploy English and literacy staff effectively including support staff as appropriate; to assist with the appointment of staff as appropriate.
- To be responsible for leading the development of English through collaborative development of clear strategic direction, outlined in the Department Development Plan, and set in the context of the overall School Strategic Development Plan. Including working towards the departmental standards / levels of performance outlined in that document.
- To be responsible for evaluating the previous year's work, and subsequently, planning responsively to raise standards/address any issues arising from this review.
- To be responsible for managing all aspects of the curriculum area and for the delivery of Department objectives, including management of rooms and resources to create a safe and visually appealing learning environment, including regularly refreshed displays and showcases of work.
- To be responsible for the budget allocated to the Department.
- To ensure Department Meetings take place with clear agendas and minutes or other outcomes (for example teaching materials or development of new syllabus and Schemes of Work) which are circulated to all relevant staff including the Head of Teaching and Learning.
- To sustain a strong, mutually supportive relationship with regular contact with the Head of Teaching & Learning.
- To keep up to date Department Handbooks ensuring that all relevant staff have access to a copy.
- To develop partnerships and links with ITE providers, local schools and businesses to share best practice and improve the subject provision in its fullest remit.
- Any other duties that might reasonably be expected of a Head of Department as befits a significant position within the school staffing structure.

Leading others in making an impact on pupil achievement

- To ensure that Schemes of Work are produced, monitored and reviewed in line with whole-school policies and principles.
- To monitor progress, ensuring students are appropriately engaged in self-evaluation and self-assessment, keeping Department records, and taking appropriate action.
- To ensure that student voice is integral to review and action planning of syllabus provision and teacher development / training opportunities.
- To provide students with information to help them make option choices for A level.
- To ensure that appropriate attainment targets exist for all individual pupils taking the subject; establishing appropriately high levels of expectation by setting out clear guidelines for establishing good standards of pupil achievement in both classwork and homework; ensuring that appropriate internal examinations are set and marked and that accurate predicted grades and examination entry information for external examinations is given to the Examinations Officer.
- To ensure that pupils experience an educational programme that is personalised to their particular needs, identified through a robust assessment system.
- To liaise with other subject or curriculum area leaders to develop cross-curricular activities and ensure curriculum continuity and progression as appropriate.
- To embed new technologies within the lesson delivery and resources for English.
- Provide high quality extension and enrichment activities for girls on the AGT register and contribute to the wider Scholars' programme as appropriate. Oversee the preparation of Oxbridge candidates. Ensure that the Department contributes fully to the academic enrichment programme and offers a range of extra-curricular learning opportunities each year.
- To monitor, intervening where appropriate, and guiding students with learning or behavioural difficulties in the subject, in liaison with pastoral, EAL, Learning Support and other staff as appropriate.

To Assume Responsibility for Continuing Professional Development

- To be responsible for undertaking personal development to enhance leadership and management skills and competencies, as agreed with the Senior Team.
- To identify other key areas for personal development in knowledge and skills which will enhance the development of the school's provision, in line with the School Development Plan.

Leading, developing and enhancing the teaching practice of others; promoting and creating systems and structures to develop the Department or curriculum area to the highest level

- To keep up to date with curriculum developments nationally and locally in the subject or curriculum area and ensure that colleagues within the Department are kept informed.
- To monitor the quality of teaching and learning including through direct observation and sharing judgements with teaching and support staff as appropriate; undertaking regular Curriculum Area review and self-evaluations; intervening, developing and implementing support strategies where teaching is lacking or needs development.
- To identify key professional development needs.
- To ensure that these are addressed through the provision of high quality coaching and mentoring.
- To develop the professional experience of members of the Department by reasonable delegation.
- To be professionally accountable for the work of colleagues working in the subject or curriculum area, and acting as their Line Manager and Appraiser.
- To be responsible for the induction of new staff.

Pastoral & Communication

- Undertaking pastoral responsibilities and duties within the School each term
- Offering support for the School's activity programme each term
- Attending parents' evenings and other meetings with parents/guardians as and when arranged
- Attending or supporting School events, Founder's Day and functions as agreed
- Supporting the School in the recruitment of new pupils and attending School Open Mornings as required
- Preserving and fostering the good name of the school in all dealings with the wider public
- Undertaking weekly boarding duties

General

- Ensuring that all preparations are made to start the beginning of each term effectively
- Undertaking duties and offering activities on a pro rata basis
- Contribute to whole School and departmental meetings and planning
- Comply with all whole School policies and procedures
- Promote equal opportunities for all parties
- Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Principal from time to time
- Following the Teacher Standards.

Person Specification

- Experienced and accomplished teacher of English, with a good honours degree, and excellent teaching skills.
- A proven middle leader with the ability to lead and inspire this thriving Department.
- An accomplished communicator able to promote English both within the classroom and within the broader life of the school.
- Able to demonstrate high order management and administrative skills and be adept in the use of ICT.
- Willing to teach English at all levels and be a role model to fellow professionals.
- An individual with knowledge of and willingness to follow developments both nationally and internationally in the teaching and learning of English and English literature and to use this to inform strategic thinking about the subject within the school.
- An enthusiastic, committed and motivated contributor to the wider activities of the Department and School.
- An individual who is able to work independently as well as in a supportive team.
- Totally dedicated to their profession and of the highest integrity.

Package

Salary: Appropriate point on Roedean Moira House Teaching Scale according to qualifications and experience.

Other benefits include:

- Teachers' Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application form and return it to recruitment@roedeanmoirahouse.co.uk or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Friday 1 March 2019

Interviews will be held on week commencing Monday 4 March 2019

Due to the need to appoint quickly, we reserve the right to interview at any stage of the process.