



Chandlings

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**HEAD OF ENGLISH**

**Required from September 2018**

We are seeking to appoint an exceptional Head of English who can lead and deliver excellence across our school.

The successful applicant will be a graduate with a strong academic background and proven experience of preparing children for Senior School Entrance Examinations, including Academic Scholarships. They must be passionate about teaching and able to provide highly effective departmental leadership.

The desire to contribute to the wider academic and extra-curricular life of the school is essential and the ability to teach Latin or Drama would be welcomed. This is a rare opportunity to join our vibrant and ambitious school. We offer an excellent working environment and regular opportunities for professional development.

The position is full time with a start date of September 2018.

### **Job Description**

- To foster a collaborative and supportive department team ensuring there is effective communication
- Work closely with the Deputy Head Academic in preparing children for Senior School Entrance Examinations, including Academic Scholarships
- Be responsible for updating the department's Improvement Plan and curriculum policies as directed by the Deputy Head Academic
- Promote English throughout the school via workshops, exhibitions and links with the local community and beyond
- Devise and deliver an English curriculum that is innovative, culturally rich, creative and reflective of current practice, keeping abreast of curriculum changes
- Adapt department planning documents and communicate changes to colleagues
- Promote subject initiatives and inspire staff, delivering training when necessary and organising appropriate events
- Develop and maintain a department file to include schemes of work, assessment tracking, resources inventory and planning
- Support all members of the department in their delivery of excellent lessons
- Liaise with the Key Stage 1 English coordinator and Head of Pre-Prep to ensure that the quality of teaching and learning is outstanding across the whole school
- Be responsible for the department budget
- Be willing to embrace technology to promote English within the school using existing platforms
- Ensure that appropriate risk assessments are carried out and kept up to date
- Liaise with the Extremely Able and Talented coordinator and Head of Learning Support with regard to individual children's learning styles
- Carry out professional duties of a Head of Department under the direction of the Head and the Leadership Team

### **Form Teacher Responsibilities**

- The successful applicant will be a class teacher in the Prep department
- Be committed to the personal development of the pupils in the form and take responsibility for their welfare and social wellbeing
- Be committed to academic excellence and develop and implement programmes of study to ensure that each child develops at a good pace through differentiated planning and teaching
- Provide a stimulating learning environment
- Maintain full and informative records efficiently
- Document planning for the short, medium and long term
- Support colleagues as necessary and cooperatively work as part of a team, attending all meetings and INSET
- Undertake duties before, during and after school as required
- Participate in co-curricular school activities including clubs and residential field trips
- Keep the Middle and Senior Leadership Teams fully informed of any significant developments concerning any pupil in the Form
- Any other duties reasonably required

### **Person Specification**

- Has proven suitability to work with children
- Has relevant and appropriate qualifications
- Has experience of preparing children for Senior School Entrance Examinations and Scholarships
- Is an outstanding teacher and role model, passionate about achieving the best outcomes and demonstrating high expectations for all children in the school
- Has excellent interpersonal skills
- Is able to use their initiative to drive forward change and development
- Is prepared to work hard and to 'go the extra mile'
- Has a positive approach to life and a sense of fun

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, cookery, music, ICT and science facilities as well as two school halls. We have netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children here are nurtured and cherished as part of the Chandlings family.

**To apply:** Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to [sbrennan@chandlings.org.uk](mailto:sbrennan@chandlings.org.uk) before the closing date: **Monday 19 February 2018 (midday)**

- A covering letter addressed to Mrs C Cook, Head
- A completed Chandlings application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.
- A CV can be submitted as additional information but it must not be instead of the application form.

### **Interviews will be held on Monday 26 February 2018**

Shortlisted applicants are advised that references will be taken up **prior to interview**.

**Interview Process:** Short listed candidates will be interviewed and written documentation recorded. At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

**Appointment date:** September 2018

**Salary and Benefits:** The salary will be on the Chandlings scale and related to experience and qualifications. You will automatically be enrolled in the Teachers Pensions scheme unless you exercise your right to opt out of the scheme.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

**Recruitment Checks:** Chandlings requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

**Safeguarding:** All adults working at Chandlings should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www/oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website.