



CHELTEMHAM
COLLEGE

*Head of English
Cheltenham College
(1-year Maternity Cover)*



If you would like to discuss the role informally, please contact the HR Department on 01242 265670 or by email at recruitment@cheltenhamcollege.org

The closing date for applications is: **12 noon on Friday 24 February 2023**

Interviews are scheduled to take place on **Monday, 6 March**

Early applications are advised, and we reserve the right to appoint before the closing date if we find a suitable candidate.

College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.

With best wishes

Nicola Huggett .

Head of English (Maternity Cover)

The Appointment

A well-qualified and experienced teacher is required to lead this large and thriving department from September 2023 whilst the current HoD is on maternity leave. This is a strategic role that would suit an ambitious teacher wishing to move onto a senior management position in due course. The appointee will have the scope to continue implementing the department's strategic development plan and to contribute to the wider academic and intellectual development of the College as a whole.

The College continues its development, and academic standards and levels of attainment are rising. A level results in English are consistently excellent and GCSE results are also very strong. The successful candidate will teach his/her specialism to A Level. The ability to mentor students to Oxbridge level is highly desirable.

The English Department

The English department comprises ten members of staff, including a Second in Department; one member of the department also teaches GCSE Drama and A Level Theatre Studies alongside their English teaching commitments. The Second in Department acts as GCSE coordinator; another member of the team coordinates the 3rd Form (Yr 9) scheme of work. The department is supported by a specialist Learning Support department and a specialist EAL department.

Curriculum

All Lower College (Years 9–11) pupils take GCSE English Language (Eduqas) and GCSE English Literature (Edexcel).

In Upper College (Years 12 and 13) there are currently approximately 60 pupils taking A Level English Literature (OCR).

The Post

The Head of Department (HoD) is responsible to the Deputy Head (Academic) and ultimately the Head, for the teaching, leadership, administration and development of English in the Senior School. The HoD is a member of the Heads of Departments' Committee.

In particular, the HoD will bear the following responsibilities:

Subject Leadership and Development

- Maintaining an expert knowledge and oversight within the Department of national and international curriculum developments. Delegating responsibility for particular areas of the curricula. Arranging training as offered by the examination bodies and ensuring that this information is disseminated to the Department and that all schemes of work are up to date;
- Establishing a vision for their subject in the academic life of the College;
- Formulating a departmental development plan;
- Ensuring that teaching and learning are excellent, specifically through lesson observation, appraisal, continuing professional development and departmental audit;
- Fostering a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils, and setting the highest academic standards;

- Encouraging independent learning specifically through the use of formative assessment and thorough imaginative schemes of work;
- Developing the appropriate use of ICT as a tool for teaching and learning;
- Representing the department within the College and promoting their subject in the wider academic community including feeder schools.

Administration

Teaching and Learning:

- Monitoring and recording the learning of pupils in the department, and overseeing the support of those with additional needs;
- Writing and updating schemes of work and programmes of study;
- Monitoring and supporting the progress of both new and established staff;
- Organising lectures and talks by outside speakers;
- Providing curriculum information as required;
- Dealing with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary;
- Establishing and overseeing subject enrichment within the co-curricular programme;
- Researching, updating and ordering resources;
- Arranging departmental displays;
- Managing and organising trips, where appropriate;
- Monitoring the setting of prep and the use of the prep database;
- Providing information for 3rd Form pupils making GCSE choices and 5th Form pupils making A level choices;
- Meeting and communicating with parents when required;
- Preparing and presenting the annual Departmental Review and supplementary documentation;
- Keeping up to date with subject developments;
- Producing and updating a departmental handbook.

Universities:

- Assisting with university applications, including organising and conducting mock interviews in accordance with the arrangements made by the Head of Higher Education & Careers;
- Collating and disseminating up-to-date University and UCAS information;
- Providing comments for UCAS references as well as other relevant details as required;
- Providing assistance, extra tuition and general guidance for Oxbridge applicants.

Examinations:

- Overseeing the setting and marking of scholarship/admissions examinations;
- Organising internal examinations, including setting, marking and moderating papers, collating statistics and publishing results;
- Organising entries for public examinations;
- Providing details of estimated public examination entries and candidates for re-sits, and supplying predicted grades;
- Dealing with examination boards, including complaints, re-marks and appeals;
- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.

Team and Budget Management:

- Managing the departmental budget;
- Writing references when required;
- Reviewing and updating the departmental handbook;
- Providing occasional reports for College publications on departmental developments;
- Maintaining excellent communications with the department about departmental and College matters, and relaying College policy to the department;
- Determining staffing requirements; assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department;
- Using effective forward planning and delegation to ensure that the work of the department is delivered to time and quality;
- Providing management direction for the teachers in the Department including providing feedback on performance, facilitating continuous improvement and personal development, supporting career advancement and managing and resolving human resources issues in line with College Policies and with the support of the HR Team;
- Coordinating Performance and Professional Development (PPD) process within the department;
- Organising and chairing weekly departmental meetings;
- Attending HoDs' and other meetings as required;
- Making arrangements for cover of absent members of the department;
- Taking responsibility for the Health & Safety of the department.

Teaching:

- Teach a reduced timetable of their subject(s) across the ability and age range (currently usually up to twenty, forty-minute lessons per week);
- Set and mark work, and provide regular written and verbal feedback to pupils in line with the College and Departmental policies;
- Deliver guidance to A Level candidates on the completion of practical work where necessary for the subject;
- Communicate with parents over pupil progress both at parents' meetings and via email or telephone when appropriate.

Skills and characteristics:

- Vision and strategic leadership;
- Mentoring skills and the ability to bring the best out of others;
- Exemplary subject knowledge;
- Outstanding teaching and communication skills;
- Excellent administrative and organisational abilities.

Expectations

Members of Common Room are expected to teach their subject, to act as tutors, to be attached to a day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30 am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are sometimes College and/or House-based activities at weekends in which they are also expected

to play a part. Outside of the formal term times they are expected to be in school for College or departmental INSET and to be available to fulfil any reasonable duties.

Chapel is central to College life reflecting its Christian foundation. On weekdays members of Common Room are expected to attend the brief morning service.

The College sets the highest professional standards in every respect.

Terms and Conditions

- The Head of English is expected to teach up to 20 periods per week, and to undertake duties and play an appropriate part in the co-curricular life of the College.
- The College has its own salary scale.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

Feb 2023