



The British School

Job Description - Head of English

Job Purpose	To provide conditions for teachers in the English department to provide the best educational experience for our students. To work with the English department and secondary colleagues to help develop young people who strive for excellence and are kind.
Responsible to	Head of Secondary (Vice Principal)

Main Responsibilities (Leadership)	
	To lead and develop the learning of all students and teachers in the faculty to ensure excellence.
	To motivate and to work with others to create and develop a positive, collaborative learning culture.
	To keep up to date with general and faculty based pedagogical approaches to teaching and learning, actively implementing them where appropriate including the delivery of INSET to those within and outside of the faculty.
	To provide useful and detailed analysis of data to support student progress.
	To organise and run events to promote reading, writing and speaking to the whole school community.
	To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by members of the department.
	To determine, organise and implement a diverse, flexible, challenging and differentiated curriculum and to ensure an effective assessment framework is implemented.
	To provide regular coaching and feedback for subject area teachers in a way which recognises good practice and supports progress against their targets (including the facilitation of meaningful and directed CPD), resulting in a tangible impact on student learning across the subject area.
	To support, facilitate and monitor the progress of the designated subject area development plans to ensure they make a significant contribution to the School Improvement Plan.
	To ensure all faculty documentation is accurate, detailed and meaningful, especially with regards to BSO inspection material.
	To be an effective and active member of the Secondary HOD Team and lead on at least one area of the School Improvement Plan.
	To ensure the department is well resourced and maintain the effective deployment and management of the department budget.
	To effectively distribute tasks throughout the faculty ensuring and monitoring their successful completion.
	To chair department meetings with a focus on teaching and learning, ensuring a detailed agenda and minutes are produced and distributed in a timely manner.
	To ensure student leadership opportunities are prevalent throughout the faculty.
	To provide regular progress updates to the SLT to ensure they are fully aware of all successes, issues and concerns in the subject areas.
	To manage your own workload and that of others in the faculty to allow for an appropriate work/life balance

Other reasonable requests made by the Principal

Main Responsibilities (Teaching and Learning)

To inspire our learners through well designed and creative lessons that enable all students to access the English curriculum and make significant progress.

To monitor, assess and record the progress and attainment of all students, providing effective formative feedback, so that all have opportunities to develop.

To plan and refine an accessible and challenging English curriculum, constantly reflecting on one's lessons and amending schemes of learning, lesson plans and teaching/learning materials.

To create and maintain a stimulating learning environment, including but not limited to, creative classroom displays, appropriate resources and innovative uses of TBS' other spaces.

To care for our students and ensure a safe, tolerant and compassionate environment for all.

To promote the values and teach the skills required for all students to achieve positive mental health and wellbeing through your role as HoD, teacher and mentor.

To communicate effectively with parents on the progress, attainment and overall development of the students in your care, through written reports and parent/teacher consultation evenings, as well as supporting the school's 'open door' ethos where appropriate.

To help contribute to our caring and collegiate community through being collaborative, empathetic and acting with integrity and kindness to all.

To keep up to date on all pedagogical, syllabus and general educational initiatives and developments, supporting colleagues, taking an active role in all meetings and training, and taking responsibility for one's own professional growth.

Keep up to date and adhere to all TBS policies and guidelines, including but not limited to staff safeguarding, emergency protocols and staff expectations.

Take a full and active role in our extensive outdoor learning programme.

Take a full and active role in our extensive extra curricular programme.

Take a full and active role in our extensive service learning and community partner programme.

Promote a positive profile of the school's mission and vision to all members of our community.

Other reasonable requests made by the Principal

Person Specifications - Head of English

Skills required	
Ability to inspire children to learn effectively and to model excellent teaching of English.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and 'knowledge gaps', with the mindset to seek feedback, self reflect, develop and improve.	Essential
Qualifications	
Recognisable teaching qualification and a good degree.	Essential
Middle/Senior Leadership training and/or a postgraduate degree in Education.	Desirable
Understanding and knowledge of ICT and a willingness to further develop ICT skills.	Desirable
Experience	
Teaching English across the key stages, including A level.	Essential
Leading a team successfully with evidence of strategic planning and positive outcomes.	Essential
Leading and managing other staff including line/performance managing or mentoring colleagues.	Essential
Managing department finances or working within a budget.	Desirable
Interviewing and recruiting staff.	Desirable
Teaching Media Studies or media units within English lessons.	Desirable
Personal attributes	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
A sense of humour with the right balance of gravitas.	Essential

The English Department at TBS

The English department at TBS is a small, enthusiastic team with a record of excellence. The department is committed to offering students a broad and balanced British curriculum, including the study of challenging texts in English from around the world. Students in key stage 4 and 5 study Cambridge qualifications. At GCSE, students sit IGCSE First Language English as well as IGCSE English Literature. In the sixth form, students are offered A Level English literature and Media Studies A Level. The ability to teach A level literature and Media Studies would be advantageous to your application. There are also many established links between the primary and secondary English departments at TBS, who often collaborate to run exciting extra-curricular events.

TBS English is committed to the whole school focus on excellence and kindness, especially in regard to:

- Enabling students to become excellent readers, writers and speakers;
- Utilising the power of literature to help young people develop kindness through empathy and understanding;
- Offering students a variety of opportunities to express their own opinions and ideas in creative ways;
- Ensuring that all students make excellent progress towards their targets in English to help them on their next steps after TBS.

The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.