



# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION  
**Head of English**

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)





# ENGLISH AT HEREFORD CATHEDRAL SCHOOL

English is a popular subject at Hereford Cathedral School and the Department is housed in the historic School House, overlooking the Cathedral where each teacher has their own classroom. The Department runs a full curriculum, offering both Language and Literature to all students at GCSE and a choice of English Literature or the combined English Language and Literature course at A Level. As a Department, our principal aims are to maintain and further develop a love of the subject and to give every pupil a grounding in the key English skills and the confidence to flourish and achieve the highest possible grades for their work, at every level. In order to achieve this, teachers need to be inspirational, energetic, understanding, and willing to appreciate the individual needs of each pupil.

Within the Department, the Year 7-9 curriculum and schemes of work place an emphasis on teaching pupils how to shape their writing for a range of purposes and audiences. Pupils will have the opportunity to study a broad collection of different types of writing, with considerable time being spent on the reading and analysis of literature in its various forms. In most years, pupils are placed in either a mixed ability group or in a smaller group, where more focused individual learning skills can be provided; this system of grouping also continues at Key Stage 4. We currently follow the Edexcel International GCSE courses for both English Language and Literature. At A Level, the Department offers both the OCR English Literature course and the Edexcel English Language and Literature course, either of which are popular choices. External exam results are extremely strong. At GCSE 70% of all grades in recent years for English Literature have been at 7-9, while at A-level in the last three years in excess of 80% of all grades have been at A\*-A.

The English Department is made up of four full-time and one part-time member of staff. We also receive in-class support from the Learning Support Department. The Head of Department organises a wide range of events and activities within the School, including the readings for the annual Carol and Remembrance services.

Members of the Department also contribute to Drama and Sport in the School. In addition the Department runs a thriving English Society and organises a range of trips and theatre visits, throughout the year.

Each year we encourage entry into a variety of competitions and we have seen success with Poetry by Heart and the ESU Public Speaking competition. School House has a vibrant atmosphere and is well equipped with each room having a large TV/Screen and whiteboard.



# J O B   D E S C R I P T I O N : H E A D   O F   E N G L I S H

Post title: Head of English

Hours/weeks: Full-time

Salary: Competitive

Start date: September 2024

Location: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

## OPPORTUNITY

Hereford Cathedral School seeks to appoint a dynamic and enthusiastic Head of English to lead our outstanding faculty. The successful candidate will set the vision and direction, and be responsible for ensuring that our curriculum is aligned to excellence to A Level and beyond.

This is a role for a teacher wishing to take the next step in their career or an experienced teacher/HoD, who can lead a team of committed and talented teachers, as well as inspire next generations. Leadership experience is not essential, but applicants must be able to demonstrate the skills required to lead a large department.

This is a position for a teacher wishing to join a sector-leading educational provider which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

We seek someone:

- Who is an outstanding teacher of English
- Who can lead and line-manage the team of qualified teachers
- With a passion for English and is able to inspire and motivate our pupils
- Who will interpret data and tracking to ensure that all pupils make necessary progress
- Who is keen to ensure the English co-curricular and trips programme continues and thrives
- Who will take responsibility for the quality of English provision, teaching, curriculum and assessment
- Who is able to oversee the English exam schedule
- Who can keep up-to-date with the changes from exam boards, specifications and government guidance, and who can communicate these effectively to the team
- Who will liaise with our Junior School counterpart to ensure a smooth and coherent transition for the new intake
- To support through involvement, the School's co-curricular and extra-curricular activities.
- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times.

In return we will offer you:

- A highly talented and supportive staff and governing body
- Competitive salary
- Access to our effective Professional Learning programme which includes our vision for 'Cultures of Thinking'
- Free lunch provided in term time
- Enrichment opportunities through our exceptional extra-curricular opportunities
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding students

## REPORTING LINES

The post holder reports to the Deputy Head (Academic)

## ACCOUNTABILITIES

- To lead the English Faculty
- To contribute to the English Faculty by carrying out the professional duties of a teacher
- Manage the academic budget
- To maintain the English Faculty's strong academic record

# THE ROLE: HEAD OF ENGLISH

## RESPONSIBILITIES

- Leadership of the Faculty and its teachers
- To conduct appraisals of teaching staff
- To continue to embed the Cultures of Thinking ethos within the Faculty
- To attend half-termly Heads of Department and Heads of Faculty meetings
- To liaise with the Deputy Head (Academic) to ensure a coherent programme of study for pupils
- To lead the development of the Faculty and contribute to the Faculty and overall School aims and objectives
- To encourage, facilitate and participate in the development of ICT within the Faculty and to support the ongoing development of the Digital Strategy
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a Faculty presence at the start of every external examination in the subject. To ensure the accuracy of exam entries and data.
- To analyse and understand exam data and to report to the Deputy Head (Academic) and Headmaster on post-exam results
- To lead/oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times.

### Teaching responsibilities:

- To teach English and deliver an inspiring, challenging and balanced curriculum to students that supports the subject areas, in line with National Teaching Standards
- Utilise department meetings, INSET and professional development opportunities to support the choice of appropriate teaching and learning methods to meet the needs of the subject
- Develop enrichment activities to enhance teaching and learning including clubs, trips and competitions
- To support the development of the faculty and overall School aims and objectives
- To support curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- To assess, record and report on the development, progress and attainment of students
- To embed the 'Cultures of Thinking' ethos within teaching pedagogy



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SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: HEAD OF ENGLISH

## Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of the Faculty or wider school
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date

## Pastoral Responsibilities:

- To provide pastoral support to pupils as a form tutor or similar role as required
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

## General Responsibilities:

- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To support through involvement in the School's extra-curricular activities
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice

## Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Strong academic record: evidence of success at A Level and degree level</p> <p>Degree level qualification</p> <p>Evidence of involvement in relevant CPD</p>	<p>Master's degree or above</p> <p>Qualified Teacher Status</p> <p>Other relevant professional qualifications</p>
Experience and knowledge	<p>Excellent knowledge and understanding of the curriculum and a passion for the subject</p> <p>Knowledge and experience of lesson planning, use of resources and assessment</p> <p>Understanding of the theory and practice of effective teaching</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p>	<p>Experience of creating a positive learning environment for pupils.</p> <p>Development of schemes of work</p> <p>Successful teaching at secondary/sixth form level (can be teaching practice)</p> <p>Worked effectively as a form tutor</p>
Skills and abilities	<p>Build and maintain relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills to inspire, challenge, motivate and empower others</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Ability to deliver feedback effectively</p>
Aptitude	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p>	

CONTINUED OVERLEAF

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Circumstances	<p>Able to work flexibly, some earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

## HOW TO APPLY

An application form and information pack may be downloaded from the school website:  
[www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

Completed applications should be accompanied by a covering letter and sent to  
 Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to  
[recruitment@herefordcs.com](mailto:recruitment@herefordcs.com)

The closing date for applications is 9.00am Friday 15th March 2024.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks.

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.