



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Head of English



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

LOCATION

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



THE BENEFITS OF WORKING AT WINDERMERE



Windermere School offers a generous employer pension contribution



Free and delicious three course lunch daily



Up to 70% for full time permanent teaching staff



24-hour independent helpline for staff



Free onsite parking provided for staff across all campuses



Access to free online TES training courses



Staff discount at local gym and pool



A work laptop provided for all teaching staff



Tea, coffee and snacks provided in the staff room

SUMMARY OF THE ROLE

Job Title

Head of English

Accountable To

The member of staff is ultimately responsible to the Head for the performance of their duties through the Deputy Head

Position Type

Full Time

Closing Date

Applications should be received by midday on Thursday 2 May.

Interviews

Interviews will take place in the week commencing 8 May. Applications can only be accepted on a fully complete school application form.

Job Overview

As a Head of the English Faculty the post holder has responsibility for the overall effectiveness of the English team and the provision of a high quality of English programme for all pupils. They have a key role in acting as a role model, setting high expectations and making the best use of resources to secure excellent outcomes in English. They will act as an ambassador in promoting and celebrating the work and achievements of pupils within the English faculty. Experience of teaching the International Baccalaureate is desirable and an ability to teach the content of the Higher Level is essential.



JOB DESCRIPTION

GENERAL

- To be passionate about English and convey that enthusiasm to the pupils.
- To ensure that the English faculty is a well-resourced, well-maintained and positive working environment.
- To liaise with other departments over suitable cross-curricular issues, with a particular focus on reading, communication and literacy.
- To attend meetings with parents as required.
- To have a teaching contact time of up to 95% of FTE (38.5 hours per fortnight).
- To attend official school functions as appropriate.
- To act as a Tutor.
- To share in the responsibility of maintaining discipline and high standards of courtesy and appearance among the pupils, while promoting and safeguarding their welfare, safety and happiness.
- To attend INSET and staff meetings, and lead sessions as required. Full time staff are expected to contribute to boarding weekend and evening duties .

DETAILED ADMINISTRATION

- To lead faculty meetings.
- To assist with the creation of the academic enrichment programme so that English is represented in a balanced manner.
- To ensure English Schemes of Work are produced for all classes and are kept up to date.
- To oversee the setting and marking of English assessments for internal examinations or termly assessment points.
- To assist with the scholarship assessment for both internal and external applicants, where necessary.
- To monitor Health and Safety issues for the staff and students in the English, reporting to the Deputy Head, Operations Manager and Bursar when any problems or concerns arise.
- To ensure that appropriate risk assessments are in place for English activities, as appropriate.
- To promote the achievements of the English faculty, both within and beyond the School.
- To assist the Deputy Head with the production of the annual department audit.
- To produce the annual report on external English examination results for the Deputy Head.
- To liaise the Finance Manager over budgetary matters and to record all expenditure.
- To teach up to IB Higher Level English.
- To manage setting, entries for GCSE and IB assessment and IB Internal Assessments.

STAFF

- To encourage high standards of teaching and learning within the English faculty.
- To participate in the annual Professional Development Review and to assist with this system for members of the English team.
- To monitor the production of subject reports within the English faculty and to ensure that these reports are individualised, focused on targets for improvement and of a high quality.

PUPILS

- To monitor the work and achievements of pupils within the English faculty, including the tracking of pupil progress via on-going assessment. Within this there should be a clear system to identify AGT, SEND and EAL pupils, with strategies to manage individual pupils in place.
- To review the Learning Support register regularly and make sure the needs of the pupils are met within the English faculty.
- To ensure that the Academic scholars are stretched and that appropriate programmes of study for the gifted and talented pupils within English are in place and being used.
- To operate within the School's behaviour management policy and to record all instances where behaviour does not meet the desired standard.
- To produce predicted grades, entry lists and other administrative items required for pupils entering public examinations.
- To provide appropriate support to all pupils who choose to use the department as a research area for their extended Essay.
- To ensure that ICT skills are addressed through the teaching of English.
- To increase attainment and pupil engagement within the English faculty.

SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people 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 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.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School operates a No Smoking and Vaping policy within its buildings and grounds.

JOB SPECIFICATION

Education	
QTS or equivalent	Essential
Degree	Essential
Teaching and Learning	
Able to teach full secondary age-range of ability	Essential
Experience of teaching IB English	Desirable
Examiner experience of IB and/or GCSE	Desirable
Able to use a range of strategies to promote learning	Essential
Understanding of a range of assessment for learning approaches	Essential
Able to develop positive and meaningful relationships with pupils	Essential
Able to maintain high standards of discipline and encourage good behaviour	Essential
Able to make appropriate use of ICT for learning	Essential
Understanding of using data to inform planning and improve pupils' performance	Essential
Able to communicate with pupils, parents and carers about pupil's progress	Essential
Evidence of pupils taught making excellent progress	Essential
Able to develop best practice through wide range of imaginative approaches	Essential
Participation in and development of extra-curricular activities	Essential
Engaged with developments in teaching and learning strategies to raise achievement	Essential
Personal and leadership Qualities	
Enthusiasm	Essential
Team player	Essential
Flexible	Essential
Reliable and honest	Essential
Well organised	Essential
Ability to communicate clearly and concisely, orally and in writing with a wide range of people	Essential
Able to motivate and challenge others	Essential
Ability to liaise effectively with external organisations	Essential
Ability to prioritise own workload and work independently demonstrating strong organisational skills	Essential
Ability to demonstrate a flexible attitude and approach to tasks	Essential
Commitment to safeguarding and promoting the welfare of children and young people	Essential
Willingness to undergo appropriate checks, including enhanced DBS checks	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and parents	Essential
Ability to form and maintain good professional relationships with families, staff and other professionals	Essential
A willingness to demonstrate commitment to the activities, values and ethos of the school	Essential
An ability to smile and laugh!	Essential



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