



## College Head of English

### Position Description

**Responsible to:** Principal of College & Executive Principal

**Allocation:** Permanent, 4 Management Units

The Head of Department is responsible for the teaching and learning of one of the College Departments. He or she leads staff, develops the experiences of teaching and learning in the department, and has overall responsibility and accountability for standards attained by students. There is an expectation of exemplary management, sometimes delegated, but the role is primarily conceived as a leadership one: the Head of Department ensures that all students exceed their own expectations.

### Core Outcomes

1. Students enjoy their learning in all classes, developing outstanding relationships with teachers, other adults and other children in the class
2. Students make outstanding progress in all courses, exceeding their expectations, and achieving at exceptional levels
3. Students experience a cohesive learning experience from Years 7 to 13 and within every year group
4. Parents and students are fully engaged in the process of learning, feeling fully informed at every stage
5. Teachers are developing, inquiring professionals committed to responding to the needs of all students
6. Teaching and learning is rigorous, structured, founded on sound principles and research, and innovative and imaginative where appropriate and possible
7. The department is an active, engaged and cooperative unit within College, responding efficiently to organizational needs and adopting a strong pastoral presence as part of the College team.

**In order to realise the Core Outcomes, there are a number of tasks that are central to the role, though the exact nature of these will develop over time. Some of these tasks will be distributed to other teachers and leaders within the department.**

### Key Tasks – Curriculum

- Ensure outstanding teaching and learning through robust monitoring and support procedures.
- Oversee the procedures necessary to ensure the department is working towards successful implementation of school wide goals and to ensure the department's own goals are aligned to school wide goals.
- Manage the operations of the department, including ensuring leadership roles within the Department are effectively realized.
- Co-ordinate and monitor the internal assessment programmes within the department and ensure subject teachers in Years 7-13 have a full understanding of expectations.
- Be a member of and actively participate in the College Leadership Team.
- Liaise with the Principal of College regarding the courses offered in each curriculum area.
- Be actively involved in recruitment of new staff and the development of existing staff.
- Liaise with the Principal of College regarding the allocation of subject classes to teachers.
- Liaise with external advisors for subject areas within department.

Update: March 2026

- Facilitate the development and implementation of courses and programmes as required.
- Liaise with Primary subject leaders to ensure a cohesive transition from Year 6 to Year 7.
- Review internal and external exams and assessments, monitoring and analysing their results for the College Principal and Executive Principal.
- Hold regular Department meetings for professional development and administration purposes.
- Assist with the management of the Pinehurst reporting process. This includes student reporting and reports to the Board of Governors as required, including involvement in the reporting of external exam results.
- Oversee departmental tasks related to external assessment coursework, moderation and grade predictions.

### **Key Tasks – Students**

- Ensure that within each subject area, differentiated programs are implemented. When necessary liaise with the College SENCO in order to fully support students.
- Ensure that students experience a responsive curriculum appropriate to each student's specific needs. This will involve ensuring that teachers are differentiating in response to individual students, and that assessment for learning strategies are fully implemented throughout the curriculum.
- Ensure Course Outlines are distributed to students and parents on Schoolbox at the commencement of each year, including the assessment schedule that includes expected achievement levels and coursework requirements where appropriate.
- Develop and sustain an effective process of academic mentoring for each student in the subject area. When necessary liaise with College SENCO in order to fully support students.

### **Key Tasks – Staff**

- Lead, support and inspire departmental staff, developing a sense of professionalism and accountability in all teachers.
- Support the departmental teaching staff with regular classroom visits and feedback as part of monitoring of content and assessment.
- Support the departmental teaching staff with effective communication to ensure positive team morale
- Monitor staff, through class visits and the collation of documentation, ensuring schemes are followed and that student guides and assessment guides are both relevant and implemented.
- Create and monitor systems for benchmarking to CIE standards.
- Ensure that in cases of staff absence that classes have appropriate work.
- Complete appraisal of College staff as directed by the College Leadership Team.
- Represent Pinehurst in subject specific professional organisations.
- Arrange departmental specific professional development.
- Assist the College Leadership Team with disciplinary procedures as required.
- Ensure Schoolbox is operating throughout the department in a consistent way, responding to the requirements of the school.

### **Key Task – Parents**

- Ensure that communication with parents on behalf of the department is open and clear.
- Ensure that teachers understand their core purpose includes engaging parents positively in all aspects of their children's education, and that responding positively and promptly is an essential part of supporting their students.
- Manage Information sessions related to departmental areas.
- Assist with the IGCSE and A Level options evening and the selection of options.

### **Key Task – Financial**

- Prepare, develop and manage the budget for the department in liaison with the Principal of College
- Ensure teaching spaces are appropriately maintained.
- Manage the departmental resources and textbooks.
- Oversee excursions relevant to the department.
- Develop and maintain the required stationery list for the departmental subjects.

### **Key Task – General**

- Promote subjects in the department in the form of school activities, provide regular contributions to the fortnightly school newsletter, annual report for School Yearbook, website, Panorama etc.
- Undertake classroom teaching and pastoral activities as required.
- Be seen as a leader and role model for other staff
- Adhere to, and support, all policies and procedures of Pinehurst School
- Undertake other duties normally part of the Head of Department's role as required.

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Mike Waller  
Executive Principal

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Date

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Employee

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Date