



## **JOB DESCRIPTION**

### **SECOND IN CHARGE OF ENGLISH TO START SEPTEMBER 2019**

**JOB TITLE:** Second in charge of English - full-time position required from September 2019

**REPORTING LINE:** Head of English

#### **ABOUT HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the best achieved anywhere, while our extensive range of co-curricular activities provides each boy with the opportunity to shine and the means to explore new interests. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. 20-30 boys are offered places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study and Careers Centre in Spring 2019. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for applicants can be found at

<https://hamptonschool.org.uk/teachingathampton>

## **THE ROLE**

This is an excellent opportunity to join a vibrant and highly successful department in an outstanding School. The role would suit either a teacher aspiring to move into a middle management/ leadership role or an experienced Assistant Head of English.

Alongside teaching responsibilities the role will encompass assisting in the management of this large department and taking a lead role in developing designated areas of both the English curriculum and co-curricular programme. Hampton is an academically selective school; the challenges include stretching the most able pupils up to Oxbridge level. Some contribution to the wider life of the School is also expected from staff at Hampton.

## **THE DEPARTMENT**

Our vibrant and dynamic English Department aspires to engender a love for the written and spoken word and fundamentally believes in the power of literature to engage young minds. English is taught in a relaxed, friendly, open-classroom atmosphere based on the foundations of good discipline, high expectations and hard work. The Department currently includes twelve teachers and provides something for everyone. From etymology to exegesis, we offer the full range of linguistic and literary opportunities.

### Aims of the English Department

- To develop boys' written and verbal communication skills
- To encourage boys to read texts with an enquiring mind, enabling them to analyse in detail and with sensitivity
- To enthuse and inspire boys, fostering a love of reading

### How English is taught at Hampton

In the First to Third Years, English teaching takes place in 'mixed ability' form groups. In the Fourth and Fifth Year, boys are setted into smaller teaching groups of around 16 based on ability. Students are offered every opportunity to stretch and challenge themselves in the smaller groups under the guidance of their teacher.

### GCSE

English Language IGCSE focuses on pupils' reading and writing skills, developing their ability to understand, collate and explain explicit and implicit meanings, as well as helping them to articulate opinions and feelings using language and register appropriate to audience and context. There are both analytical and creative elements to the CIE IGCSE specification, assessed entirely through external exams. English Literature IGCSE offers the opportunity to study a variety of literature in English, including contemporary texts and global literature. The literary heritage is also well represented, with both Shakespeare and pre 1914 poetry featuring

The 2018 IGCSE English Language and Literature results were outstanding, with 69% and 74% of boys achieving A\* respectively.

### A Level

A Level English Literature, alongside the A Level English Language course, retains its high prestige among universities and is well served by the highly qualified teachers at Hampton. There is a real focus on the importance of the essay as a means to explore texts and we offer writing clinics on a weekly basis to help students hone their skills. We are also keen to further reading and scrutiny beyond the syllabus and boys are encouraged to participate in discussion groups at both AS and A Level. Whilst English Literature A Level allows boys to acquire a more nuanced appreciation of literary texts, their contexts and others' interpretations of them, English Language A Level seeks to broaden the pupils' knowledge of the nature and effectiveness of communication in English, focusing on linguistics and therefore introducing boys to an entirely new field of study. Boys learn about issues relating

to gender and power, as well as studying children's acquisition of language and the history of the English language. Both courses provide excellent opportunities for pupils to hone their interpretative and analytical skills, as well as developing their spoken and written communication.

There is no setting at A Level and we tend to limit the size of each group to a maximum of fourteen students, in order to ensure that discussion work and preparation are as efficient as possible. Extension lessons are provided for those with the intention of studying English beyond A Level.

### Support

In the First and Second Year, Support Lessons run concurrently with Reading Lessons, providing extra help with topics such as written accuracy, synonyms, embedding quotations and structuring paragraphs. Those boys who attend Support Lessons benefit greatly, improving their understanding and writing, and gaining confidence. A Spelling Enhancement Programme is also offered to First Year pupils selected through the School's screening procedures. At GCSE level, four new classes are created to enable us to teach boys in smaller classes and to focus more closely on the needs of the individual pupils.

### Academic Enrichment/Oxbridge

The English Department offers weekly lunchtime enrichment sessions on critical theory, topics and texts beyond the syllabus for pupils who are studying English Literature in the Sixth Form and is aimed specifically at those who are thinking of applying for Oxbridge or English at university, or just extending their knowledge. The session is also hugely useful for work done throughout the A Level course and so all boys are encouraged to attend. The sessions cover a whole range of literary topics; for example, we engage with a wide range of critical theories, such as Marxism, Feminism, Psychoanalysis and Socio-historicism – subsequently applying them to various texts – and also develop an understanding of the history of literature, practise unseen skills, work on interview technique and explore many other areas of interest.

### Creative Writing Awards

The English Department runs annual Creative Writing Awards for the Junior, Middle and Senior pupils. In 2018, author Saci Lloyd judged the entries.

The Department's results at GCSE and, in particular, at A level have been consistently strong and we hope that new colleagues will help to maintain and improve upon this level of achievement, for both exceptionally gifted boys and others, and to encourage a lively interest in reading and creative writing. The Department works in close co-operation with the professional staff of the School Library, and some First Form periods are allocated to Library training and project-work.

The Department is based in purpose-built accommodation with seven large rooms. These are equipped with data projectors. All staff are provided with a laptop offering wireless networking, with access to the School's VLE containing schemes of work and LDD documentation. Other electronic and reprographics facilities are freely available elsewhere in the School.

Within the Department, we share a wide range of experience, from colleagues relatively new to teaching, to senior, experienced colleagues. Several colleagues have other school responsibilities; several are, or have been, involved in external marking of GCSE and A-level examinations. Some have outside academic or educational interests.

### Co-Curricular Activities

It is anticipated that the Second in Charge of English will take a lead role in the reading of our younger pupils and will be encouraged to provide Gifted and Talented pupils with further stimulation outside the classroom; informal encouragement of reading and creative writing at all levels will be expected. Equally, support for our various clubs will be gratefully received.

Naturally the person appointed will be welcome to take part in the wide range of non- subject based School activities - Games, Music, Adventure Society and many more.

### **MAIN RESPONSIBILITIES**

- To assist in the management of this large department and to be involved in strategic planning at all levels
- Take a lead role in developing designated areas of both the English curriculum and to promote English through extra-curricular activities, such as trips
- co-curricular programme
- To deputise for the Head of Department, as required
- To assist in developing schemes of work as advised by the Head of English
- To mentor PGCE students and motivate colleagues in a positive and supportive manner promoting teamwork and effective communications
- To oversee and organise the departmental resources and to advise the Head of English on resources required to enable effective teaching
- To develop a continual updating of knowledge and understanding of the English curriculum through personal reading, research and training
- To complete all student assessment requirements, including the regular marking of homework and coursework as required
- To assess, record and track the progress of the students that you teach according to the expectations of the Head of English and the School's policies
- To deliver teaching of a high standard and to work to promote and maintain standards of achievement across the department
- To support the development and enhancement of teaching practice across the department and to assist with interviewing for positions within the Department
- To use performance data for pupil target setting and progress monitoring
- To contribute to annual Departmental Plan as required
- To maintain standards of discipline in line with Hampton School policies
- To attend department and other meetings such as HoD as required
- To attend parent and pupil meetings, as required
- To assist with administrative tasks such as the updating of the Departmental Handbook, schemes of work and VLE
- To assist with exam administration, including liaising with exams officer
- To assist with Tier 1 appraisals in a large department
- To have a prominent role in departmental 'showcasing' e.g. open days
- To participate in whole school and departmental INSET and contribute to the evaluation of both English and other related areas of the curriculum.

### **Person Specification**

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:

#### **Essential Criteria:**

- A commitment to the safeguarding and wellbeing of pupils
- A good English honours graduate from a reputable university

- An enthusiastic commitment to all aspects of the English Department's programmes of academic and co-curricular activities, up to sixth form
- A teaching qualification and previous teaching experience
- Excellent communication skills, oral, written and in the use of ICT (Microsoft Office). All teaching staff will be supplied with a laptop computer
- The ability to demonstrate characteristics of outstanding teaching practice
- An awareness of the demands of teaching bright students and a commitment to fostering high academic achievement
- The ability to work as part of a team
- A professional approach which inspires confidence in pupils and parents
- Excellent communication and ICT skills
- Calmness and efficiency, with the ability to work under pressure at times
- Commitment to continuing professional development through attendance at INSET
- Willingness to be work as part of a team
- Keen eye for detail and administrative competence
- Willingness to contribute to the rich programme of extra-curricular English
- Assiduous and willing to avoid the '9 to 4 approach'
- Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach

### **Desirable Criteria**

- A higher degree or experience of educational or subject-specific research
- The ability to develop and maintain effective relationships with all members of the School community and outside agencies
- An ability to offer skills in some part of the extra-curricular programme of the School
- Enjoy rising to the challenge inherent in a school environment

Please note that there may be changes and additions to the above, which will be discussed before implementation, and changes may occur as the post develops in relation to the needs of the Department. This document is designed to provide applicants with a "flavour" of the position and responsibilities.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to teaching staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; the Teachers' Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

*Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.*

### **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 and Procedures 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 Safeguarding Designated Persons or to the Headmaster.

*Hampton School Trust is an Equal Opportunities Employer.*

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

*Hampton School English Department, January 2019*