



THE **Leys**
CAMBRIDGE



HEAD OF ENGLISH

candidate information

Head of English

full time, permanent post



We are looking for a well-qualified, dedicated, and innovative individual to lead this excellent department from September 2024. The successful applicant will be expected to participate fully in the school's extensive pastoral and wider-curricular programme.

The Leys is an inclusive and inspiring co-educational boarding and day school offering an incredible learning environment and pupil experience in Cambridge. Putting pupils at the heart of everything we do, our shared values create a strong, caring, and cohesive community. The successful candidate will be joining a dedicated, successful, and welcoming team of teaching and business professionals, committed to working together to combine their skills, experience, and insights to deliver an excellent education to our pupils.

The Leys is an extremely rewarding place to work. We hope you will take the time to look at our website to find out more about us.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A one-year probationary period will also apply.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Role Profile

The term Head of Department applies to appointed postholders who have responsibility for an academic department. The Head of English is responsible to the Senior Deputy Head.

The primary role of the Head of an Academic Department is to provide strong academic leadership and management of the department. All Heads of Department are expected to perform the duties of a teacher in addition to managing their department.

The Head of Department is required to lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. They will be supported by SMT, by colleagues from within the department, and support departments.

All Heads of Department are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy. It is recognised that the methods by which Heads of Department carry out their duties and the extent of delegation, will depend on such factors as the size and nature of the Departments and the personal approach of the individual Head of Department.

The English Department at The Leys is a well-established and stimulating environment in which to work. There is a strong academic ethos allied to a vibrancy of approach and teachers aim to communicate a love of the subject, in addition to fulfilling the demands of the specifications. Colleagues are highly qualified, professional, and very supportive of one another. The Department celebrates the literary interests of pupils and colleagues alike and the schemes of work we follow allow for independence and creativity in delivering the course.

The English Department is housed on the first two floors of the Queen's Building; currently all members of staff have their own classroom. The Department's facilities are excellent: each classroom is fully equipped with brand new AV systems that complement the use of digital devices, allowing for interactive teaching and the use of digital innovation. The Department is well resourced with books and audio-visual resources. There is a spacious English Office where each colleague has a desk; this shared environment enables collaboration and community which are very important to the identity of the department. In addition, there is a Sixth Form Critical Library where A-level pupils can research, work or locate useful books to borrow.

The working atmosphere is positive and enjoyable which manifests in both the classroom and in the extra-curricular activities run by the Department. These range from the reading group, 'Speaking Volumes'; the A-level English Extension group for Oxbridge applicants; pupil participation in a range of competitions (both creative and analytical, internal and external); writing for the school magazines; numerous theatre trips to Cambridge and London as well as visits to sites of literary interest. The Department has welcomed several specialists to deliver programmes of study to pupils of all age groups and we have been visited by touring theatre companies, the Shakespeare Birthplace Trust, staff and lecturers from the University of Cambridge and King's College London and a number of novelists and poets. In recent years, we have made use of our digital provisions and have held remote workshops, lectures, and screened performances alongside live, in-person events.

In Years 7-9, pupils follow a broad-based course in three 50-minute periods per week to establish a good foundation of language skills, to read widely and become increasingly analytical in their approach. There are two mixed ability sets in each of Years 7 and 8, and five mixed ability sets in Year 9. Year 10 and 11

pupils work towards IGCSEs in English and Literature in four periods a week. The Department teaches the Edexcel IGCSE 4EA1 (English) and 4ET1 (English Literature) specifications. IGCSE classes are organised into mixed ability sets. Although there is a comparatively wide ability range, almost all pupils gain grade 7 and above. In 2023, 75% of pupils achieved grades 7 – 9 and in recent years, grades have remained consistently high.

English Literature (OCR) is a successful option for Sixth Formers at A level. In 2023, 100 % of pupils achieved B grade and above.

The successful candidate must be enthusiastic about engaging pupils of all abilities and introducing them to a wide range of texts and styles of writing. The candidate must enjoy working within a team where a passion for literature, organisational skills and a sense of humour are valued. The department will support ambition and creativity amongst staff and pupils alike. This is a full-time position within a busy boarding school where other pastoral and wider curriculum responsibilities will form an integral part of the successful candidate's full-time role.

The English Department Personnel

Anna Divito BA, PGCE	(Head of Department)
Rebecca Howarth BA, PGCE	Currently on Maternity Leave
Andrew Long BA, PGCE	(Housemaster, West)
Isabella Clarke MA	
Bertie Beeching MA, PGCE	
Jemima Harney BA, PGCE	

The Role

The HoD has the following responsibilities:

- Ensure high quality teaching and learning within the department including undertaking regular learning observations.
- Organisation, promotion, efficiency, and success of the department in line with school strategic plans and direction.
- Planning the curriculum, maintaining up-to-date Schemes of Work, and selecting appropriate syllabuses and specifications.
- Advising on staff needs and teacher allocation.
- Advising on staff appointments into the department.
- Inducting new members of staff into the department.
- Advising on teaching objectives, and supporting, performance and development of departmental colleagues. This may include CPD recommendations.
- Complete regular book and marking audits within the department.
- Advising on expenditure, especially regarding new development.
- Ensure a safe and healthy environment for both staff and pupils, and full compliance with health and safety requirements.
- Ensure department documentation is up to date.
- To bear in mind the Christian ethos that underpins the life of the school community and bring its values into the classroom.

The HoD has the following responsibilities to the department and colleagues:

- To be a subject expert who regularly updates their knowledge to stay 'current' in their subject.
- Develop and maintain an academic extension and enrichment programme for the pupils in the department.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- Guiding, supporting, mentoring, and assessing colleagues with a view to their professional development.
- Take initial responsibility for the pastoral care and wellbeing of all department staff. Allocation of teaching and department duties and managing staff absences.
- Ensure that staff performance is managed in a timely and appropriate manner consistent with the expectations of The Leys School.
- Make effective use of all staffing resources, including ICT, and seek opportunities for collaboration and joint working with others beyond the department and beyond the School.
- Monitoring of marking, record-keeping, communication, and implementation of Learning Support profiles across the department.
- Chairing weekly department meetings, drawing up agendas and seeing that minutes are completed and shared with the Director of Studies.
- Monitoring, implementing, and reviewing strategies to improve pupils' performance and progress across all year groups.
- To ensure the best possible pupil experience, through the fulfilment of the School's responsibilities concerning pupils in respect of their admission, instruction, progress, and external examination.
- Creation, marking, and moderation of internal and entry examinations.
- Selecting, ordering, issuing, collecting, and stock-taking of textbooks and equipment.
- Ensure that School equipment/facilities under the department's control are properly maintained by monitoring the fabric of the department and requesting improvement or repair where required.
- Budgetary control:
 - Take responsibility for devolved budgets and comply with School financial regulations.
 - Manage income and expenditure in order to promote financial sustainability.
 - Ensure adherence by all Departmental members, with School Financial Regulations and other financial operating procedures and regulations.
- Observe colleagues teach and engender culture of peer-observation, excellence, co-operation, and respect both within and beyond the department.
- Attendance at Heads of Department meetings and HMC/East Anglia Group meetings.
- Fostering cross-curricular relationships across the school, and between schools including feeder prep schools and local maintained sector schools.
- Support department colleagues to ensure that both compliance and GDPR guidelines are followed within the department.
- Support pupils in preparation of UCAS applications, including to the most competitive universities.
- Organise the department Collaborations (academic support sessions).
- Manage the department's tracking of pupil progress through data, including data management, understanding, interpretation, and inference of the information.

Teaching responsibilities

- To teach pupils within the school.
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential.
- To have a clear knowledge of the individuals in their class and differentiate accordingly. This should mean both their individual learning needs as well as their individual personality
- To plan lessons clearly and within the departmental scheme of work.
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress.

- To insist upon high levels of behaviour and respect for others in the classroom.
- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to wider-curricular activities.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School,

General responsibilities

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to extra-curricular activities.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.



Person Specification

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<ul style="list-style-type: none"> • Good honours degree. • Relevant teaching experience. • Have a very strong academic record and standing. • Have a very good understanding of the academic disciplines within the department. • Ability to teach English to A level/Oxbridge level. 	<ul style="list-style-type: none"> • PGCE, QTS or equivalent teaching qualification. • Experience as a tutor/form teacher. • Experience of running extra-curricular clubs/societies. • Experience with Virtual Learning Environments. • Experience of marking public examinations. • Experience of leading a team of peers.
Skills and abilities	<ul style="list-style-type: none"> • Excellent pedagogical knowledge and skill. • Ability to work on your own initiative and as part of a team. • Well-developed communication, listening, and inter-personal skills. • Ability to motivate pupils to reach their full potential. • Ability to manage staff (particularly important for training and development). • Ability to deal positively and constructively with pupils, colleagues, and parents at all levels. • Have very good ambassadorial and diplomatic skills. • Have excellent delegation skills. • Have the ability to engage constructively with people. • Good working knowledge of IT including the Microsoft Office suite. • Good digital hygiene. 	<ul style="list-style-type: none"> • Ability to coach a sport. • Ability to help with wider curricular activities. • Ability to delegate suitable work. • Desire to learn from others (both within and outside the department).
Personal qualities	<ul style="list-style-type: none"> • Capacity to be efficient and organised, flexible, and adaptable to changing circumstances. • Ambition, drive, and high expectations. • Active in own development and uses personal reflection to learn from experiences. • Ability to manage time, prioritise workload, and reliably meet responsibilities. • The ability to work in a busy environment and meet deadlines and develop new skills. • Be able to develop existing skills and seek advice from a variety of sources. • Be willing and able to exercise judgement and take risks. • Ability to form professional relationships with children. • Suitable to work with children. 	<ul style="list-style-type: none"> • Good sense of humour
Personal commitment	<ul style="list-style-type: none"> • Candidates should be willing and able to commit themselves actively to support the ethos of the school. 	

How to *Apply*

If you are interested in applying, please submit a completed application form (including covering letter addressed to The Headmaster) to The Recruitment Team, The Leys School, Cambridge, CB2 7AD (recruitment@theleys.net) by 09.00 am on **Monday 5 February 2024**. Interviews will be held w/c 12 February 2024.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.

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The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Charity no: 1144035.





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C A M B R I D G E