

Head of English

Candidate Brief



Halliford
School
SHEPPERTON

Awarded a Significant Strength for Pupil Leadership - ISI November 2025





Come as you are. Go as all you can be.

About the Role

The position of Head of English offers an ambitious and dynamic individual an exciting and highly rewarding leadership opportunity. Your passion for the subject will inspire young minds and make a lasting impact. This is a highly coveted role that builds upon our outstanding reputation for English, providing an exceptional opportunity for a knowledgeable individual. Candidates will be inspirational leaders of the staff within their team and are expected to evaluate the department and provide strong direction and an ambitious vision for the future of English at Halliford School.

At Halliford School, we pride ourselves on our commitment to nurturing students' skills in reading, writing, speaking, and listening. Our English Department boasts an impressive track record, with a 100% success rate in both English Language and English Literature. As a key member of our dedicated team, you will play a pivotal role in helping students of all abilities achieve their full potential.

Our close-knit English Department comprises four full-time members who collaborate harmoniously to ensure the best possible outcomes for our students. Located in the air-conditioned Woodward Building, you will have convenient access to the Learning Resource Centre and state-of-the-art facilities.

Beyond the classroom, co-curricular activities and trips are integral to our Department's ethos. You will have the chance to organise theatre trips, encourage participation in creative writing competitions, and spearhead the Debating Club. Halliford School takes pride in its successful public speaking teams, with participants often reaching the final rounds of prestigious competitions such as the Youth Speaks Public Speaking Competition.

In Years 7 to 9, students are taught in mixed-ability groups, engaging with a diverse range of fiction and non-fiction texts. Your innovative teaching strategies will help students develop presentation skills, creative writing techniques, and analytical prowess. Our thoughtfully designed curriculum lays a solid foundation for students' transition to KS4.

In Years 10 and 11, students follow the Edexcel IGCSE Language and English Literature specifications. You will guide them through the set Anthology and oversee the completion of two coursework essays. Your expertise will ensure they excel in their studies and acquire a deep appreciation for the subject.

At the Sixth Form level, our Department offers English Literature A Level, an engaging course that fosters critical thinking and creativity. You will inspire students to explore a broad range of texts, cultivating a love for literature and nurturing their intellectual curiosity.



Role Description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We provide a competitive pay package along with excellent benefits.

Lines of Responsibility

The Head of English is responsible to the Headmaster for the overall strategic direction of English at the school, but in line with all other Heads of Department they will be responsible to the Deputy Head (Academic) on curriculum matters and the Deputy Head Pastoral for pastoral and operational issues.

Management Responsibilities

- Overall responsibility for the professional leadership, management and promotion of English within the life of Halliford School
- Responsible to the Headmaster via the Deputy Head Academic for the vision, policies, and culture of their department and for establishing these within the larger framework of Halliford School and our strategic plan, particularly in relation to teaching and learning
- Provide strong academic leadership. They should lead, manage, and develop the department to ensure it achieves the highest possible standards of excellence in all its activities enabling students to progress to the highest levels in their subject
- Ensure students experience an educational programme that is personalised to their individual needs, identified through a robust assessment system
- Rigorously monitor learning outcomes, standards and attainment to ensure teaching and learning is consistently excellent
- Use school policies and procedures to monitor, evaluate and develop the outcomes for their department, including observations, performance review and development, book looks and reporting
- Take responsibility for budgeting and expenditure within the department
- Promote the department to students and parents in its widest sense and liaise regularly with the Marketing Manager to provide opportunities to celebrate student success within the department
- Organise and promote departmental co-curricular activities and trips and visits with the support of the Assistant Head Co-Curricular

- Ensure the departmental classrooms are attractive, safe, productive and inspiring environments for all learners with suitable displays of student work
- Maintain connections with those leading their subject area at university level to support student progress to further education
- Use self-evaluation to inform practice and strategic planning
- Develop and update a Department Development Plan and Self Evaluation document annually



Performance Review and Development

- Line management responsibility for Teachers in the English Department
- Develop their own leadership skills to ensure the confident management of the performance of the department
- Act as a role model for other members of staff in the pursuit of academic excellence
- Ensure the performance of individual staff is managed appropriately and offer as much support as is needed to enable each member of the department to contribute fully and develop their skills and experience, liaising with SMT as required
- Put in place the necessary evaluation and monitoring procedures to ensure improvement including termly work scrutiny, moderation of marking, monitoring attendance, regular lesson observations
- Meet with the Deputy Head Academic at the start of the academic year to review the performance of the department over the previous academic year and to present specific targets for the current academic year
- Engender a culture of excellence, cooperation and respect within the department
- Responsible for providing appropriate induction to all staff joining the department, including acting as an ECT mentor as necessary

- Contribute to the professional review and development programme, identifying training needs and encourage departmental staff to undertake INSET and other forms of professional CPD as appropriate

Students & Parents

- Ensure all students develop as strong learners, make good progress and ensure the appropriate use of IT within the department to allow students to use MS Go devices positively in support of their learning
- Ensure the department adheres to the school's assessment and marking policy and students develop good learning behaviour in the classroom
- Ensure students are taught according to their educational needs and abilities, organising appropriate setting and overseeing good student discipline in the department
- Respond in a timely manner to any queries or concerns from parents and seek to keep them informed of any concerns about their child in good time

Teaching & Learning

- Keep abreast of developments in the department's subject and take appropriate action to update the curriculum as necessary
- Keep detailed records to show long, medium and short-term planning that establishes a culture of strong student progression
- Take responsibility for examination specifications, schemes of work, departmental handbook, keeping such matters under constant review
- Overseeing entry procedures according to the instructions of the Examinations Officer and should meet all the requirements of examination boards in respect of such items as non-examined assessment work and estimated grades
- Ensure students are prepared for public examinations by monitoring the teaching of the current syllabus, providing resources and guidance to allow students to revise effectively, and communicating appropriate academic information to parents
- Develop a stimulating and inspiring scheme of work for English across the year groups that seeks to develop a lifelong love of the subject
- Maintain departmental resources and an inventory of items in the Department
- Promote this popular subject to students in Year 11 as well as to external students looking to join the Sixth Form and liaise with the wider community and professional bodies
- Chair regular departmental meetings to ensure that clear actions and development plans are discussed, recorded and implemented against the Departmental Development Plan
- Attend school on the days when public examination results are published in order to provide guidance for students and professional advice for colleagues

Pastoral

- Undertake the duties of a form tutor within one of the school houses
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents / guardians
- Deliver the school's PSHE programme to your tutor group with the support of the Head of PSHE
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times



Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School
- Organise and participate in educational visits, departmental events and 3 Saturday marketing days
- Participate once a week as a member of the staff duty team
- Lead on Academic Collaboration Week and the Saturday Adventure Series (a School marketing day)

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



Subject Delivery

Essential

Desirable

Primary means of assessment

Have a good Honours Degree in English	●	Application Form
Evidence of qualification to teach English to A Level	●	Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	●	Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	●	Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	●	Application Form
Have high expectations of students	●	Interview
Be able to communicate effectively with students age 11 - 18	●	Interview
Be able to communicate effectively with colleagues	●	Interview
Work well as part of a small and dedicated team	●	Interview
Have a good range of teaching strategies to foster excellence	●	Interview
Be able to effectively use data to help students achieve their full potential	●	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	●	Interview
Ability to prioritise effectively	●	Interview
A professional approach, which inspires confidence in students and parents	●	Interview
Mark effectively and provide developmental feedback	●	Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning	●	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	●	Interview
A track record of successful student outcomes in a subject you have led	●	Supporting Letter / Interview



Management

	Essential	Desirable	Primary means of assessment
Ability to lead and manage a team	●		Interview
Ability to support and develop the work of colleagues within the department	●		Supporting Letter
Ability to work effectively with the Senior Management Team in developing the department in line with whole-school and departmental priorities	●		Supporting Letter / Application Form
Demonstrate a clear understanding of the importance of professional development for all members of the department	●		
Ability to organise and coordinate a departmental assessment plan, including suitable moderation		●	Supporting Letter / Interview

Whole School

	Essential	Desirable	Primary means of assessment
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	●		Interview
Understanding Special Educational Needs and an ability to implement individual education plans as required to enable all students to successfully access the curriculum	●		Interview
The ability to deal effectively and sensitively with the needs of parents / guardians	●		Interview
A commitment and willingness to engage in the wider co-curricular life of the school	●		Supporting Letter / Interview
A positive motivation to work with young people	●		Interview
Emotional resilience and a good sense of humour	●		Interview

How to find us



**Halliford
School**
SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

Russell Road Shepperton TW17 9HX

Tel: 01932 223593 Email: hr@hallifordschool.co.uk

www.hallifordschool.co.uk   

