



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

HEAD OF ENGLISH

MPS/UPR + TLR 1B - £12,063

The School

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

The Vacancy

We seek a Head of English to lead our experienced team.

The successful candidate will inspire all with their passion for English, have an understanding of English's special place within the whole curriculum and be able to introduce innovative and exciting ways of learning that suit the needs of our particular students. You will be well supported in the role by a strong link with a member of the senior leadership team as your line manager. English has Key Stage Coordinators whose specific responsibilities are at present for Key Stage 3 and Key Stage 4.

The Head of English plays a leading role in pursuing the academic objectives of the School, which aims to deliver:

- an ambitious education that stimulates critical and creative thinking
- exceptional academic progress in all subjects, at every stage
- high quality T&L for all; what is vital for some students is valuable for all.

The Head of English will be part of the Curriculum Development group and meet regularly with other senior middle leaders to discuss curriculum matters across the school. They will disseminate this information by leading Curriculum Meetings with the English Key Stage Coordinators.

As Head of English, you will be responsible for the successful delivery of the teaching of English, ensuring all students consistently fulfil their academic potential, whilst being inspired by English. You will lead the English Department to achieve high academic expectations and to incorporate relevant developments in pedagogy.

The successful candidate must have a genuine interest in teaching English and be able to engage our highly motivated students. You would be expected to teach English to well-mannered, able and motivated students at all years throughout key stages 3-5. The post would suit an experienced teacher with experience of leadership and line management, aspiring to lead a well organised department.

The Department

At Key Stage 3, students are taught in tutor groups of 31 or 32. The schemes of work are structured into staggered units across a term, with built-in formative and summative assessments. They are continually being improved to strengthen cross-curricular links and to be even more engaging.

At Key Stage 4, students are taught in seven teaching groups of about 27. They prepare for GCSEs in English Language and English Literature, following the Edexcel specifications. GCSE results at the last point of examination were excellent:

GCSE 2024	9	8	7	6
English Language	15%	21%	31%	22%
English Literature	18%	30%	35%	13%

Currently there are 2 groups following A Level Edexcel courses in English Literature and 2 groups studying English Language.

Sixth Form	A Level 2024		
	* / A	* - B	* - C
English Language	28%	72%	100%
English Literature	37%	80%	98%

All English teaching rooms are located in a block and equipped with projectors. All teachers are provided with a laptop. The department also makes full use of a well-stocked school library and we offer a wide range of co-curricular clubs and support groups. Students in all year groups have had the opportunity to take part in public speaking competitions and to enter their written work in national writing competitions. Students visit a variety of stage productions of relevance to their English courses.

We hope that this information gives you a flavour of Aylesbury High School. To help you in your application, we have included below the sort of background we are looking for when reading the applications and at the interview. Obviously, for ECTs there are slightly different expectations when compared with experienced teachers. We are always willing to consider anyone with alternative qualifications or experience - and we don't expect anyone to be perfect!

Aims of the Department

The English curriculum across all Key Stages seeks to:

- challenge our students beyond what they, by themselves, can accomplish
- ensure students can engage critically with the Literary canon and recognise literature as an ongoing conversation that speaks across time and culture
- through stylistics, cognitive grammar, and cognitive poetics, make students linguistically knowledgeable
- nurture and encourage the pleasures of reading and writing
- develop students to be confident in discussing, debating and presenting ideas
- provide students with the concepts and skills required to achieve their academic and personal potential

JOB DESCRIPTION: HEAD OF ENGLISH

JOB TITLE:	Head of English
LINE MANAGED BY:	SLT
DATE:	September 2025

JOB PURPOSE

To provide professional leadership and management of a team of teachers to secure high quality teaching and learning.

DIMENSIONS

Students:

All students study English in Y7-11. In Y12 there are currently 34 students taking English Literature and 24 taking English Language. In Y13 there are currently 33 students taking English Literature and 27 taking English Language. The successful applicant will also take on the role of form tutor and meet with the tutor group daily.

Staff:

Teachers within the department, including direct line management of two Key Stage Coordinators

Financial:

Subject capitation, CPD budget and other budgets as applicable

PERFORMANCE STANDARDS

The work of the Head of Department will be judged against the School and Team Improvement Plan, progress towards targets set, the appraisal process and value added analysis of results in the subject.

PERSON SPECIFICATION -EXPERIENCE-PROFESSIONAL QUALITIES-PERSONAL QUALITIES

Person specification

- Good honours degree in a relevant subject
- Qualified Teacher Status

Experience

- Strong classroom teacher with good subject knowledge and ability to teach A Level, preferably Literature and Language
- Potential to progress further
- Familiar with monitoring and evaluation of teaching and learning
- Strong commitment to co-curricular and cross-curricular activities
- Ability to effectively lead and manage a team, fostering a collaborative and supportive environment

Professional

- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate excellent and up-to-date subject and curriculum knowledge
- Familiar with current and future subject developments
- Plan and teach well-structured lessons
- Keen to be involved in curriculum development
- Adapt teaching to respond to the strengths and needs of all students (including SEND, EAL, Pupil Premium and Gifted and Talented)

- Make accurate and productive use of assessment
- Provide verbal and written assessments, data, reports and references relating to individual students and groups of students
- Communicate effectively with parents, in consultation with the HOD, with regard to students' achievements and well-being
- Manage behaviour effectively to ensure a good and safe working and learning environment
- Attend subject team meetings, whole staff meetings, INSET, parent consultation evenings, open events and information evenings and other school functions as shown in the staff handbook
- Directed time calculations
- Keen to develop own career
- Evidence of systematic professional development
- Strong ICT user, both personally and for subject use in particular Google-Suite
- An understanding of and commitment to the safeguarding requirements associated with such a role
- Willingness to follow school policies
- Sympathetic to the Aylesbury High School values: Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity

Personal

- Good relationships with students and adults
- In good health with good attendance record
- Able to motivate students and staff
- Works well under pressure
- Good personal organisation and time management
- Good communicator
- Wide outside interests
- Meet the expectations of the DfE Teachers' Standards (Part 2)

Principle Accountabilities

Leading Teaching and Learning

Key Aims: To ensure that learners make good progress and achieve high standards in the subject. To organise and direct the development and teaching of your subject across the department. To ensure high quality provision of teaching, support and guidance in the subject to meet the needs of all learners by exciting, challenging and engaging both students and staff.

- To be a strong classroom practitioner and to have the ability to teach across all Key Stages
- To lead teaching and learning in the subject, in line with the School's SIP.
- To use available data to monitor students' progress against expectations and put in place effective strategies to secure high standards of achievement in the subject at all key stages.
- To devise and monitor effective assessment procedures within the department in accordance with school policies.
- With the support of the Key Stage Coordinators, manage the provision of Schemes of Work for all Key Stages taught
- To monitor the quality of provision and ensure it meets the needs of all learners through regular lesson observations, scrutiny of students' work, evaluation of teachers' planning and annual evaluation of student and parental feedback.
- To prepare students for public examinations in your subject, relevant to the appropriate Key Stages.
- Lead the data analysis of the subject, monitoring exam results and analysis of value-added data in the subject. Reflecting on any external evaluation of the work of the department, e.g. moderators' reports.
- With the support of the Key Stage Coordinators, lead programmes of specific guidance and support to individual students identified as at risk of underachieving, involving teachers and older students as appropriate.
- To highlight to pupils links between the academic subject and the wider world, to actively implement changes to the curriculum to support the retention of the Gatsby Benchmarks (Careers)
- To encourage and, in conjunction with others, arrange appropriate enrichment opportunities

- Lead the promotion of high standards of behaviour in the subject, monitoring the use of whole school behaviour and rewards systems by subject teachers and providing support for colleagues where necessary.
- To develop the use of ICT within Teaching and Learning.
- An understanding of and commitment to the safeguarding requirements associated with such a role.

Managing the subject

- To set targets for improvement on an annual basis through a Team Improvement Plan (TIP), lead the team's self-evaluation, review and improvement cycle and promote a culture of self-evaluation and ongoing development within the team.
- To interpret and implement agreed school policies, including health & safety, as they apply to the department.
- Manage the demands of the School Curriculum and external examination specifications in the subject.
- Manage the induction of new students and staff into the subject.
- Manage resources to provide best value and to facilitate excellent teaching and learning opportunities in the subject.
- Manage links with other subjects.
- Manage the provision of work for classes in the subject whose teacher is absent.
- To manage the department budget and order equipment, books and materials.
- To ensure that the subject area of the Website is kept up to date.

Managing Communication and Parental Involvement

- Manage the provision of information about the subject at Open Events and Information Evenings.
- Manage reporting of the subject, providing guidance to teachers on effective report-writing and monitoring the quality of teachers' contributions.
- Manage any public events involving the subject in liaison with the Events Administrator.
- Manage communications to individual students' parents about the subject, liaising with the appropriate Head of Year and ensuring written records of such contacts are kept using the appropriate systems.

Managing Staff

- To give professional guidance and support to all colleagues
- To manage the teachers in the subject, undertaking appraisal reviews for up to 4 teachers in line with school policy.
- To hold minuted, regular departmental meetings, that include discussion of Teaching and Learning issues. To ensure records of these meetings are kept and distributed to those present and the Line Manager.
- To manage department induction and mentoring of ECTs and student teachers.
- To establish, manage and review the specific responsibilities of staff with TLR allowances.
- To advise the Deputy Headteacher and line manager on staffing requirements within the department and to assist with the appointment of new staff to the department.

How to apply for the role

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Tuesday 22nd April 2025 @ 9am

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. AHS is committed to agreeing flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.