



ALDENHAM

SCHOOL

Head of English





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Head of English

Reports to: Deputy Head (Academic)

Summary and main purpose:

The English Department at Aldenham is a thriving, well-established and forward-looking team, recognised across the School for its academic ambition, collaborative ethos and consistently strong outcomes. With committed and knowledgeable teachers, a rich curriculum from KS3 to A Level, and excellent uptake in the Sixth Form, the Department benefits from a vibrant culture of professional dialogue, curriculum innovation and a genuine passion for literature and language.

The Head of English will lead a dynamic, high-performing department that is trusted, well-regarded and central to the academic life of the School, providing the professional and strategic leadership needed to sustain and enhance this success. The role carries responsibility for shaping the vision and development of the Department, ensuring the delivery of high-quality teaching that enables every student to achieve their individual potential. The postholder will support and guide colleagues with discretion and sensitivity, raise standards of achievement, and monitor and promote progress across all Key Stages while managing the Teachers of English within the Department.

The key tasks of the role are:

Line management duties and responsibilities overview

- **Accountability:** responsible for decisions made and actions taken.
- **Change management:** assist staff to navigate their way through change.
- **Knowledge management:** develop a consistent way of disseminating knowledge firstly through your team and subsequently through the School.
- **Organisational evolvment:** help grow the School through decision making and planning.
- **Performance targets/modification of behaviour:** work with staff to achieve their best in accordance with the culture of the School, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and student engagement and aspiration.

Teaching

- Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Identify and adopt the most effective teaching methods that will stimulate learning appropriate to student needs and the demands of the specifications.

- Work with colleagues to promote the stretch and challenge of all students, including the most able.
- Ensure a high-quality learning experience for all students, including SEN and EAL students, which meets internal and external quality standards,
- Liaise with the Head of Learning Support and Head of EAL to ensure a high-quality learning experience for all SEN and EAL students, which meets internal and external quality standards. Liaise with the librarian as required.
- Regularly analyse student performance data: assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required; collate and co-ordinate the tracking of student data, identifying key groups of students and co-ordinate the intervention for under-achieving students to include regular monitoring, tracking and reporting of student outcomes.
- Support the monitoring and evaluation of curriculum provision and the work and performance of the Department.
- Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- Take direct responsibility for monitoring the quality of marking, planning and classroom learning within the context of the School's internal monitoring and evaluation procedures.
- Undertake assessment of students as requested by external bodies, departmental, department and school procedures.
- Prepare and update subject materials. Review and develop appropriate schemes of work, resources and teaching and learning strategies that are shared electronically amongst all department members and implemented in their everyday classroom practice.
- Ensure homework (Prep) is being set and regularly marked. Ensure colleagues keep a record of homework set.
- Maintain discipline in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Ensure all staff adhere to the procedures and policies relating to the health and safety of students and undertake risk assessments as appropriate.
- Provide extra-curricular opportunities throughout the School, to allow students to gain self-improvement at all ability levels. Lead and support extra-curricular activities that relate to the English Department.
- Meet the Teachers' Standards as appropriate.
- Undertake such other comparable duties as the Headmaster requires from time to time.

Communication

- Communicate effectively with members of SLT and SMT as appropriate – produce the annual Departmental review documentation.
- Communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations.

- Ensure the whole Department communicate effectively with the parents/guardians of students as appropriate including attendance at parent consultations.
- Where appropriate, communicate and co-operate with persons or bodies outside the School.
- Produce a weekly briefing for colleagues for the week ahead in English. Organise and chair regular department meetings, ensuring agendas and minutes are produced and circulated in a timely manner.

Operational and strategic planning and operational management

- Provide day-to-day management of the English Department.
- Manage the process of curriculum review, development and change to ensure the delivery of appropriate, relevant, high-quality courses that meet the needs of students, examining and awarding bodies and the School's strategic objectives.
- Oversee the monitoring of students' progress and review of methods of teaching and schemes of work to ensure the effectiveness of the teaching and the efficiency of learning within the Department and regulatory compliance.
- Maintain a system of assessment that accords with the School's policy.
- Take responsibility for implementing the strategic development of all aspects of English education in the School.
- Take part in, and lead when required, Department and whole school staff development programmes.
- Contribute to the co-ordination of the timetables, assessments and examinations as required by SLT.
- Represent the Department at academic and Hod Meetings.
- Liaise on curriculum matters relevant to the Department with the Junior/Prep School.
- Oversee the entry of new pupils into classes.
- Ensure the Department's operations are always regulatory compliant.
- Manage the process of the ordering and allocation of equipment and materials and ensure the Department's spending is kept within budget.
- Manage the supply of relevant curriculum resources and maintain the efficient and effective use of resources.
- Present at SLT and/or Governors' meetings if requested.
- Ensure the Department's staff follow and comply with all School policies and procedures including with regard to child protection; health and safety and security; and confidentiality and data protection.

Marketing

- Take part in marketing activities such as open days, sixth form information days and I1+ place holder events
- Contribute to the development of effective subject links with external agencies.
- Co-ordinate relevant events to celebrate and promote English to students and the wider community.

Staff management and Staff Development

- Act as a role model for staff and students.
- Lead and manage the department's staff, ensuring the terms of the School's staffing policies are applied consistently and fairly within the department.
- Lead and manage arrangements for further training and professional development for the department's staff.
- Participate in the School's further training and professional development.
- Engage actively in the School's professional development review system (PDR).
- Continue personal development in relevant areas including subject knowledge and teaching methods.
- Ensure the Department's staff are made aware of the staff policies when applicable and understand their entitlements, ensuring that any requests are considered sensitively and dealt with reasonably and as a matter of urgency.
- Responsible for the health and safety of the Department's staff.
- Complete relevant and accurate information relating to the Department's staff.
- Assist with the recruitment of the Department's staff.
- Ensure the effective and efficient deployment of classroom support.

General duties

- A general contribution to the work of the rest of the school across the ability and age range is expected.
- There is considerable emphasis on extra-curricular activities at Aldenham, and some day, evening and weekend events are required from all main professional grade teachers.
- All staff are expected to offer at least one extra-curricular club, society or activity, and to undertake some duties, as well as a share of the Enrichment responsibilities.
- Teachers will have a tutorial group and a may be asked to cover arrangements for absent colleagues both in and out of the department

You will also be required to attend 2 School Open Days (Saturday) and Visitation Day. Payment for attendance is included in your remuneration.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

Person Specification

Qualifications	Essential	Desirable
Degree in relevant subject area	✓	
Qualified Teacher Status (QTS)	✓	
Additional certification or qualifications		✓
Experience	Essential	Desirable
Teaching experience in senior school setting	✓	
Experience working with diverse student populations	✓	
Demonstrated success in implementing teaching strategies	✓	
Experience in curriculum development	✓	
Experience in managing a team	✓	
Experience in using digital learning platforms		✓
Skills & Attributes	Essential	Desirable
Strong classroom management skills	✓	
Excellent communication and interpersonal skills	✓	
Ability to differentiate instruction to meet diverse learner needs	✓	
Ability to plan and deliver engaging and inclusive lessons	✓	
Effective assessment and data analysis skills to inform instruction	✓	
Competence in using educational software and technology		✓
Strong organisational and time-management skills	✓	
Flexibility and adaptability to meet changing needs of students	✓	
Commitment to continuous professional development	✓	
Commitment to staying updated with best practice	✓	
Ability to collaborate effectively with colleagues and parents	✓	
Ability to inspire and motivate students	✓	
Personal Attributes	Essential	Desirable
Flexible approach and willingness to adapt to changing environment	✓	
Enthusiastic, creative and innovative approach to teaching	✓	
Professional demeanor and high ethical standards	✓	
Reflective practitioner committed to self-improvement	✓	
Resilient and able to handle challenges effectively	✓	
Good communication skills	✓	
Willingness to learn and improve process	✓	
Approachable personality	✓	
Self-driven, adaptable and ability to use initiative in situation	✓	
Cultural sensitivity and awareness	✓	
Collaborative and team-oriented mindset	✓	
Approachable and supportive attitude	✓	

BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Subsidised Health Care Scheme – after a qualifying period.
- Fee remission.
- Surface Pro to assist with teaching.





ALDENHAM

SCHOOL

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PART OF THE ALDENHAM FOUNDATION

