

St Albans School Job Description

Job Title: Teacher of English

Reports to: Deputy Head (Academic)

Department: English

Date: January 2026

1. Purpose of Position

The Head of English will provide strategic and operational leadership for the English Faculty, ensuring excellence in teaching and learning across all key stages. The post holder will promote a culture of high expectations, professional collaboration, and intellectual curiosity, ensuring that pupils are inspired, challenged, and supported to achieve their full potential in English Language and Literature. The Head of Faculty will also play a key role in contributing to the wider academic life of the School as a sitting member of the School's Curriculum Committee.

2. Key Responsibilities

The Head of English will discharge all duties and responsibilities of a teacher, as set out in the School's standard Teacher of English job description, in addition to the following leadership and management responsibilities:

2.1 Leadership and Management of the Faculty

- Provide clear vision, strategic direction, and professional leadership for the English Faculty, aligned with the School's academic aims and development priorities.
- Lead and manage all members of the English teaching team, promoting collaboration, high standards, and continuous professional development.
- Oversee the delivery of a broad, balanced, and ambitious curriculum across all year groups, ensuring coherence, progression, and academic rigour.
- Monitor and evaluate the quality of teaching, learning, and assessment through lesson observation, work scrutiny, and data analysis, ensuring consistent excellence.
- Oversee departmental self-evaluation, development planning, and target-setting, contributing to whole-school improvement priorities.
- Line-manage teachers within the Faculty, conducting annual appraisals, supporting career development, and addressing performance matters in accordance with School policy.

2.2 Curriculum, Assessment, and Standards

- Review, develop, and implement schemes of work, ensuring effective sequencing of learning and alignment with external examination requirements.
- Lead the preparation of pupils for GCSE and A Level examinations, including mock assessments, standardisation, and moderation.
- Analyse pupil performance data to identify trends, strengths, and areas for development, implementing interventions where required.
- Ensure consistency and accuracy in marking, assessment, and feedback in line with School policy.
- Promote reading, writing, and oracy across the curriculum, collaborating with other subject areas to strengthen literacy.

2.3 Departmental Administration and Compliance

- Manage departmental budgets, resources, and textbooks efficiently, ensuring cost-effectiveness and value for money.
- Oversee the maintenance of teaching rooms, displays, and equipment to create an inspiring learning environment.
- Ensure departmental compliance with School policies, including Health & Safety, data protection, and safeguarding procedures.
- Maintain up-to-date departmental documentation, including handbooks, policies, and examination entries.

2.4 Staff Development and Professional Learning

- Foster a supportive and reflective professional culture within the Faculty, encouraging innovation and sharing of best practice.
- Mentor Early Career Teachers and trainee teachers, providing guidance and support.
- Contribute to the School's professional development programme, including leading departmental meetings, INSET sessions, and cross-curricular initiatives.

2.5 Co-curricular and Whole-School Contribution

- Promote English beyond the classroom through enrichment opportunities such as debating, creative writing clubs, theatre visits, competitions, and literary societies.
- Support and participate in school events, open days, and public examinations as required.
- Collaborate with colleagues to enhance cross-curricular initiatives and whole-school literacy strategies.
- Play an active role in promoting the School's academic and pastoral ethos.

2.6 Safeguarding, Health & Safety, and Other Duties

- Ensure compliance with the School's Safeguarding & Child Protection Policy and promote the welfare of pupils within the department.
- Take responsibility for the health, safety, and welfare of pupils and staff within the English Faculty.
- Undertake any other reasonable duties as required by the Headmaster or Senior Leadership Team in line with the needs of the School.

3. Key Performance Indicators

- High-quality teaching and learning observed across the Faculty.
- Pupil progress and attainment in English meeting or exceeding School benchmarks.
- Effective departmental leadership demonstrated through staff development, collaboration, and retention.
- Constructive contribution to School-wide initiatives and curriculum development.
- Evidence of reflective practice and continuous improvement in teaching and learning.
- Efficient use of departmental resources and adherence to budgetary controls.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the school.

Knowledge/Skills/Abilities

Essential

- An excellent classroom practitioner with a genuine passion for English, able to lead by example and inspire pupils across the whole age range.
- A good degree in English or a closely related discipline.
- A successful track record of teaching at both GCSE and A level.
- Commitment to achieving the highest academic standards and ensuring all pupils reach their full potential.
- Desire to stretch the ablest pupils through extension lessons and support students who find the course more challenging through clinics and revision lessons.
- Demonstrated experience of effective departmental or team leadership.
- Ability to motivate and inspire both pupils and colleagues.
- Strong understanding of curriculum design, pedagogy, and assessment.
- Outgoing and positive with a 'can-do' mindset and the enthusiasm and gravitas to be an outstanding ambassador for the School.
- Approachable and measured in manner with the ability to set high standards in the classroom whilst forming strong working relationships with pupils, colleagues and parents.
- Reflective about teaching methods.
- Commitment to continuing professional development.
- Organisation, discretion, resilience, flexibility and attention to detail.
- Excellent skills in oral and written communication.
- Willingness to contribute to the School's extensive co-curricular programme.
- Proficiency with Microsoft Office and familiarity with digital learning platforms.

Desirable:

- Experience of leading a large or multi-disciplinary team.
- Evidence of successful innovation in curriculum or assessment design.
- Postgraduate qualification or further professional study in English or Education.
- Experience as an examiner or moderator for GCSE or A Level.
- Post-graduate academic and/or teaching qualifications (e.g. PGCE).

Safeguarding children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).