

PANGBOURNE

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HEAD OF ENGLISH - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Head of English
Reports to:	Deputy Head Academic
Department:	English
Hours per week:	Full time as required to fulfill the duties of the role which will include some evening and weekend working. Core Hours: 08.15 – 17.45 Monday to Friday. Saturday: There are no Academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme will be reflected in reduced expectations Monday-Friday.
Duration of Contract:	Fixed Term from January 2026 to August 2026 with a possibility of a permanent contract

Key working relationships:

Members of the English Department

Senior Management

Teaching Staff

Pupils, Parents and Guardians

Summary

To lead the subject of English at the College by ensuring excellent teaching to pupils and to play a part in their wider development by being involved in the co-curricular programme.

Duties and Responsibilities

Leadership and Management of English:

- The smooth running of the department
- Implementing all relevant college policies
- Promoting the vision, values and ethos of the College
- Writing and maintaining the departmental handbook, including schemes of work
- Overseeing the timetabling of English, including allocating staff to classes, liaising with the Deputy Head Academic and Timetabler.
- Holding regular meetings of the department and maintaining a record of the minutes of the meetings
- Attending Heads of Departments meetings
- Overseeing setting, maintaining current setlists and keeping the Deputy Head Academic informed of changes as they occur
- Making an annual itemised bid for the departmental revenue and capital budget
- Purchasing textbooks, stationery and all other resources required, within the budget and maintaining an accurate record of expenditure
- Working with the Marketing Department in promoting Pangbourne College via Open Day activities and writing for publications
- Supervising work set for the lessons of absent colleagues

Teaching and Learning:

- Overseeing the teaching of English and the provision received by each student
- Supporting all teachers of English
- Organising lectures and trips appropriate to the curriculum
- Organising support and challenge sessions for pupils within the English department

Assessment and Examinations

- Assessing and appraising the annual results, reviewing the departmental performance with the department and reviewing and resetting goals. Discussing the results with a member of the SLT and producing a written analysis of the procedure
- Liaising with the Exams Officer to enter students for external examinations at the appropriate level
- Overseeing the setting, production and marking of school examination papers
- Engaging actively and constructively with professional bodies and examination boards, particularly around any changes to the curriculum or assessments.

Staff Development

- Assisting with the appraisal of members of the English department and identifying departmental INSET needs
- Supporting the professional development of members of the department and writing references for them when required
- Advising the Head and Senior Leadership Team on staffing requirements and on staff appointments related to English

Pupil engagement

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- Liaising with the Learning Support Department to arrange support for students with specific learning differences
- Assessing the suitability of students to study A level English

General Teaching

Duties and responsibilities of all teachers:

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within the classroom and the Department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running Academic support clinics.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to Departmental display areas.
- Supporting and helping other members of the Department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the Department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in Department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities
- Complying with health and safety issues within the Department, reporting any faults immediately.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The Job Description and Person Specification may be reviewed on an on-going basis in accordance with the changing needs of the Department and College.

This job description and accompanying documentation do not form part of the employment contract.

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Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate. The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.