



South Charnwood High School

'encouraging excellence, valuing people'



Head of English



Head of English

Post: Head of English

Hours: Full time

Salary: MPS/UPS TLR1A £10,174

Contract: Permanent

Start: 13 April 2026

We are seeking to appoint a dynamic & ambitious practitioner to lead the English department in this highly successful, over-subscribed 11-16 School. You would be tasked with building on the achievements of the past and spearhead the department to further outstanding success in the future.

Are you:

- A highly qualified practitioner with a love of English?
- A believer in a holistic approach to education and want to transform lives as a key middle leader?
- Committed to providing an exciting & innovative curriculum for pupils of all abilities?
- Able to contribute to the school's rich programme of extra-curricular activities?
- Excited by the prospect of teaching highly motivated pupils?
- Dedicated to making a difference to young people?

If the answer is '**yes**' to these questions, then we would love to talk to you!

We can offer you the chance to develop in a school with:

- highly motivated, responsive pupils
- well-equipped departments
- a fantastically supportive team of colleagues
- a sensible marking policy to support a good work/life balance
- a strong ethos of supportive professional development

Further information about South Charnwood High School is available at our website www.southcharnwood.leics.sch.uk

Please ensure your application form and covering letter include examples of your experience and how you meet the criteria outlined in the job description and person specification. We encourage you to visit us prior to application. Applications should be made via ETeach [Head of English](#)

Closing date for applications: 9.00am, Tuesday 13th January 2026

Please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable candidate or number of applications are received before the official closing date.

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

'South Charnwood High School – Committed to Safeguarding Children and Young People'

Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of Head of English to start at South Charnwood High School on 13 April 2026. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

The school has a track record of excellent GCSE English results year on year and our pupils make better progress than similar students nationally. However, there was a dip in English Language results last year. The school is oversubscribed and pupils are highly motivated to succeed. Our Progress 8 score has consistently been positive both pre and post pandemic. In addition, we ensure that all Year 11 pupils receive support and guidance to apply for suitable post 16 courses.

The new Head of Department will lead an enthusiastic and committed team of eight teachers working in a department which has a tradition of achieving excellent GCSE results. We are looking for someone who will lead with energy and expertise, committed to sparking curiosity and nurturing a deep love of language and literature in all our pupils. The successful candidate will be pivotal in:

- Developing and implementing an engaging, challenging, and forward-thinking curriculum that inspires children to appreciate the subject and its application.
- Driving the highest standards of teaching, learning, and assessment, using data to monitor progress and inform planning and intervention.
- Leading and motivating a team of enthusiastic teachers, promoting professional development and a culture of shared best practice.
- Actively promoting enthusiasm for English through a rich array of extra-curricular activities, such as debating, creative writing, and literary events.

At South Charnwood, we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition, we offer individualised CPD pathways which support staff at all stages of their career progression including National Professional Qualifications. As such, this role would be a great step towards future senior leadership.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Therefore, we are seeking to appoint an enthusiastic & dynamic Head of English to build on the achievements of the past and support the department to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity. I look forward to receiving your application.

Simon Andrews

December 2025

Job Description

Post Title	Head of English
Overall responsibility	The Head of Department is responsible for the performance of all staff within the department team
Reporting to:	Senior Leadership Team
Salary/Grade	UPS/MPS + TLR1A (£10,174)

Strategic Purpose

- The Head of Department is responsible for the performance and wellbeing of all staff within the team.
- To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for pupils studying in the department, in accordance with the aims of the School and the curricular policies determined by the Governing Body and Headteacher.
- Active member of the whole school literacy team.
- To develop and enhance the teaching practice of others.
- To be responsible for GCSE English performance
- To monitor and support overall progress and development of all pupils as the Head of Department, Teacher and Tutor.

Operational Responsibilities

The Head of Department shall:

- Lead the development of appropriate exam specifications, resources, Schemes of Work, Marking & Homework Policies, Assessment and Teaching and Learning strategies within the department.
- Lead the day-to-day management, control and operation of course provision, including the effective deployment of staff and other physical resources.
- Keep up to date with the latest research into teaching & learning/curriculum development and use this to develop effective pedagogy across the department.
- Monitor and evaluate the strengths and areas of improvement within the department, liaising with SLT and colleagues to formulate strategic plans.
- Ensure a high quality learning experience for pupils, which meets individual needs.
- Ensure rigorous assessment practices across all year groups
- Analyse & evaluate performance data and follow-up with effective intervention strategies to improve pupil progress.
- Contribute to middle leadership across the School and the development of staff and pupils both within the department and beyond.
- Work with the Senior Leadership Team to ensure that the continuing professional development needs of staff are identified and that appropriate programmes are designed to meet such needs.
- Act as a positive role model to staff and pupils, promote teamwork and motivate staff to ensure effective working relations.
- Ensure effective communication and consultation, as appropriate, with parents, staff and outside agencies.
- Lead Enrichment Days and co-curricular activities
- Encourage pupils to get involved in co-curricular activities within the department.
- Ensure the effectiveness of the Accelerated Reader programme to support whole school literacy/reading.
- Implement the School's Behaviour for Learning system within the department.

- To undertake the role of budget holder for the department. Ensuring the budget is used effectively to support departmental and school priorities.
- Undertake such other appropriate duties as may be reasonably required from time to time by the Senior Leadership Team.

Other Duties

- To be a designated form tutor.
- To take part in marketing and liaison events such as Open Evening, Parents' Evenings and events with partner schools.
- To uphold the School's policy in respect of child protection matters.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the School's behaviour code and uniform regulations.
- Participate and contribute to the organisation of School visits and trips that complement learning.
- Supervise pupils outside lesson time in morning and afternoon sessions, for example during lesson changeovers

Head of English

December 2025

Person Specification

		Essential	Desirable	Evidence
Qualifications and Experience				
1	Appropriate degree and/or teaching qualification	?		A
2	Recent experience of leading an English department to GCSE level		?	A
3	Recent experience of teaching pupils aged 11– 16 years	?		A
4	Ability to teach GCSE English Language, English Literature	?		A
5	Proven experience of teaching exam classes and strong pupil performance	?		I, R
6	High quality teaching to pupils of all ages and abilities	?		I, R
7	Collaborating with colleagues in the preparation, assessment and monitoring of pupil work	?		I, R
8	Evidence of recent appropriate professional development	?		A, R
9	Evidence of contributing to successful improvement strategies	?		A, R
10	Evidence of curriculum development and change management	?		A, I, R
11	Evidence of successful involvement in whole school literacy strategies		?	A, I
12	Knowledge and understanding of Safeguarding practice	?		A, I
Skills				
13	Establish a safe and stimulating environment for pupils, rooted in mutual respect	?		A, I
14	Set and meet targets that stretch and challenge pupils of all backgrounds and abilities	?		A, I
15	Support all aspects of department self-evaluation and improvement strategies	?		I, R
16	Ability to work hard under pressure while maintaining a positive, professional attitude	?		I, R
17	Ability to organise and prioritise workload and work on own initiative	?		I, R
18	Excellent personal, oral and written presentation skills	?		A, I, R
Personal Attributes and Behaviours				
19	Adaptability and flexibility to changing circumstances and new ideas	?		I, R
20	A belief that schools have a responsibility to prepare pupils for their lives - not just for exams	?		A, I, R
21	Creative, courageous and resilient	?		I, R
22	Sustain personal motivation and that of colleagues	?		A, I, R
23	Willing to take responsibility and ownership	?		A, I, R
24	Team player	?		I, R
25	Evidence of a sense of humour, commitment and enthusiasm.	?		I, R
26	Evidence of self-motivation and the ability to be self- critical, and to evaluate own performance	?		I, R
Ability to Fulfil Wider Professional Responsibilities				
27	Willingness to make a positive contribution to the wider life and ethos of the School	?		A, I, R
28	Ability to develop effective professional relationships with colleagues, pupils and parents	?		I, R

Key to Evidence:

A = Application

I = Interview

R = Reference

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