

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE

Tel: 0118 978 0165

holt.school@holt.wokingham.sch.uk

www.holt.school.co.uk

Head of English

Full time

Permanent

Start Date: September 2025

TLR 1c

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

Come and lead our fabulous English department in a truly great school where students are engaged and eager to learn and our staff are passionate about inspiring them.

We are looking for a candidate who will:

- aspire to be an innovative, outstanding leader and practitioner
- lead and inspire a love of learning in English
- be able to teach English lit and ideally language to A level
- maximise achievement through rigorous monitoring, intervention and review
- be keen to participate in aspects of wider school life

In return, we can offer:

- a strong, supportive, forward looking and effective department
- teaching across all Key Stages
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well- being, including early finishes ahead of parents' evenings, minimal evening events, and off- site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post and to arrange a visit.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing date: 9am, Thursday, 6th March 2025



THE HOLT SCHOOL JOB DESCRIPTION

Job Title:	Head of English	Name:	
Reports to:	Co-Headteacher	Issued/Reviewed:	February 2025
Pay Scale:		FTE:	1.0
Employment Status	Permanent		
Allowance:	1c		

To be line managed by: Co-Headteacher

1. **Teaching and Learning:** (36 /50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

2. **TLR**

- To be a role model
- To be the arbiter of standards in English; undertaking regular departmental evaluation through data analysis, work sampling, lesson observations, student questionnaires all of which are used to inform improvement planning
- To be responsible for all key stages but specifically the work on KS4 and GCSE
- To share the vision for the school and your vision for English
- To support all members of your department / faculty whilst ensuring that they adhere to Section 1 above.
- To be fully involved in the interview process for your department/faculty and to support new colleagues’ induction
- To manage the budget ensuring resources are available as required
- To ensure the safety of students in English and ensure up to date risk assessments are in place
- To communicate effectively with all stakeholders
- To promote high standards of learning and teaching through the sharing of best practice and utilizing new technologies where appropriate

- To co-ordinate meetings which have a published agenda and are minuted.
- To oversee all curriculum matters in English Faculty including SoW, home learning and examination specifications
- To liaise with the timetabler regarding the blocking, staffing and rooming of your curriculum area
- To promote your subject at GCSE / A Level.
- To prepare for the key marginals meetings and set up intervention strategies as required

3. Additional Responsibilities – Optional

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interest/development with regard to subject knowledge and teaching methods.

5. Life of School

- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To support the ethos of the school and to be a role model
- To attend meetings that form part of the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching 6 th Form	✓	
Record of continuing professional development	✓	

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives	✓	
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting	✓	

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

The English Department

Results in English are excellent: GCSE AQA 97% 9-4 in English Language, with 53% at 9-7, and 98% 9-4 in English Literature, with 48% at 9-7. At A Level, 50% attained A*/A/B for English Literature. KS3 results are outstanding and above the national average.

Departmental Staffing

Our enthusiastic and passionate English department currently has eleven members of staff. Staffing comprises a Head of Department who leads KS4, KS3 Coordinator and a two KS5 Co- coordinators. It is an outstanding department with a high profile within the school. The team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

The department offers excellent resources. There are seven large dedicated teaching classrooms, all with whiteboards, visualizers and projectors.

English Teaching

Classes are taught in tutor groups in Year 7 and 8 Years 8 and in sets from Year 9 upwards. We follow the AQA syllabus for both GCSE and A Level.

Extra-Curricular

The department has a strong ethos for extracurricular opportunities. These include various clubs throughout the school: Year 7 public speaking; Year 8 poetry recital; Creative Writing Clubs; KS3 and 5 Lit Soc; Magistrates for Year 9; Poetry competition entries (with a number of recent national award winners).