



**Head of Department (English)**  
**Full time**

#theadventure

# A Message From The Headmaster

**I am delighted that you are taking the time to find out more about joining The Croft family.**

**Here at The Croft we value personal qualities as well as the ability to uphold academic excellence.**

**We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.**

**We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.**

**This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered.**

**Applicants must be prepared to undergo appropriate KCSiE screening, including checks with past employers and the Disclosure and Barring Service.**





# respect

we are kind and respectful to everyone and look after our school environment

**Join us for #theadventure**

At The Croft we have a 'small school attitude within a big school'. Our mission is to provide each child with academic challenge and the opportunity to succeed and develop a sense of self-worth, whilst nurturing a lifelong love of learning in a happy and secure environment.

### **The Croft Core Values**

Here, every child is educated as an individual, and fully supported, to challenge themselves to fulfil their potential, adopting a Growth Mindset along the way. All of this is achieved through a wonderfully compassionate and motivational Staff, who deliver the highest standards of pastoral care and academic excellence.

A faculty structure of subject areas enable pupils to use their Creativity to extend their learning, challenging themselves and thinking 'outside of the box'. These faculties lie at the heart of the unique forward thinking curriculum enabling opportunities in the Creative Arts, Emotional and Physical Development, Humanities, Languages and STEM. The all-encompassing experience helps pupils to achieve their lifetime goals with confidence and enthusiasm, becoming independent learners and embracing the challenges that pupils of today will face tomorrow .

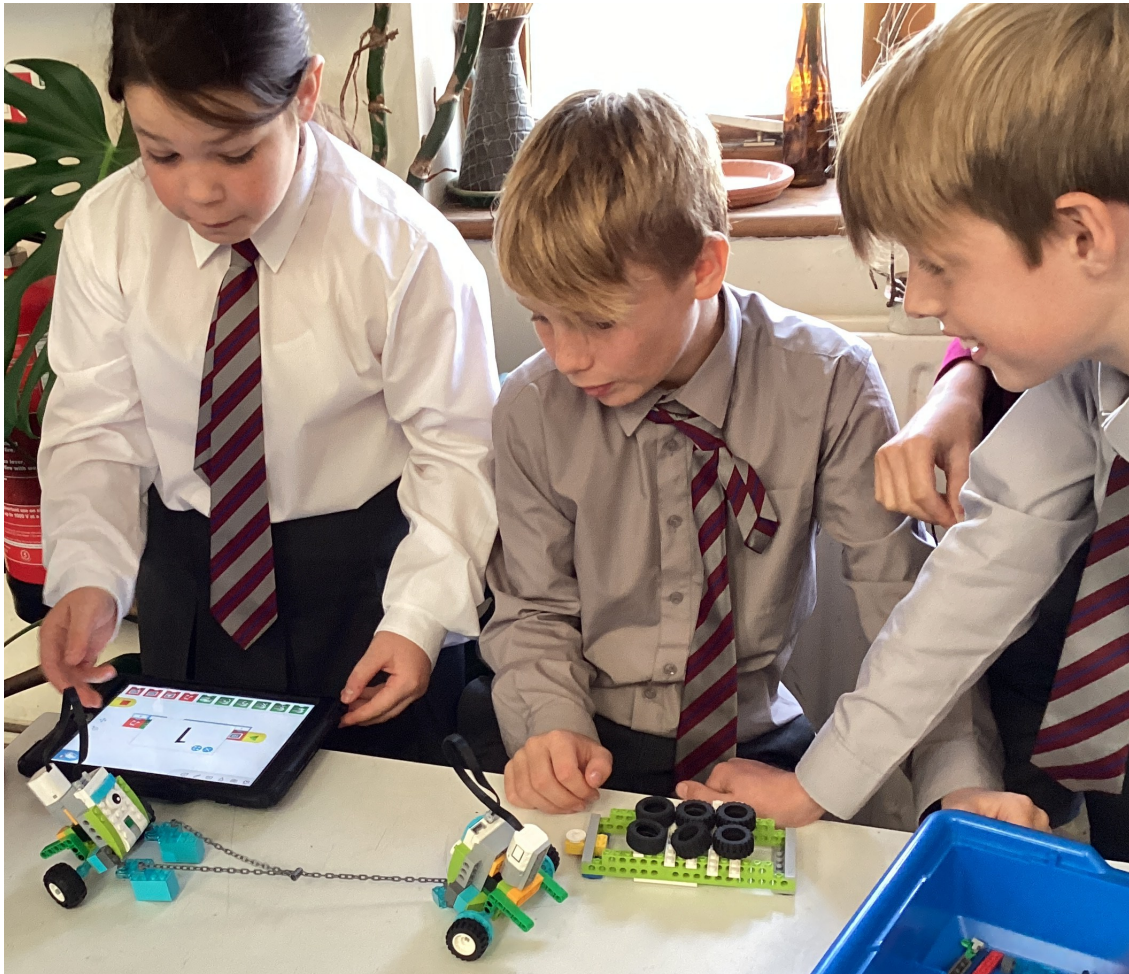
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**The school is a member of IAPS.**



*"An excellent school. I can't rate it highly enough. There's so much to stimulate and interest the children. My son loves it."*

a current parent



# creativity

we use our imagination to solve problems

# Backpack for Life

A watercolor illustration of a red school bag, open and filled with various items. The bag has a large front pocket with a white shield emblem containing a dollar sign (\$). Inside the bag, a calculator displays '1933', a ruler, and a small green plant. A blue water bottle is visible on the left side. Surrounding the bag are various abstract symbols: a red heart, a green globe, a blue atom-like structure, a blue hand holding a green object, and a green hand pointing at a green dot. The background is white with faint, swirling lines.



The Croft continues to lead in innovation and forward-thinking concepts. Enriching and developing the skills pupils will need now and in the future sit at the heart of this pioneering educational programme. This revolutionary curriculum centres around the development of skills within five key areas - 'Pockets'. Over time, pupils will fill these pockets with the necessary tools for any challenge they may encounter, taking the Backpack with them as they navigate their educational journey at The Croft and beyond.

### **The five pockets of our Backpack for Life are:**



#### **Skill and Innovation**

continuous improvement of personal and practical skills to overcome challenges with creative solutions.



#### **Emotional Intelligence**

ability to learn about yourself and apply that wisdom to the world around you.



#### **Developing Potential**

unlocking and exploring your inner abilities to enable you to thrive.



#### **Personal Attributes**

ensuring you're doing the right thing at the right time for the right people.



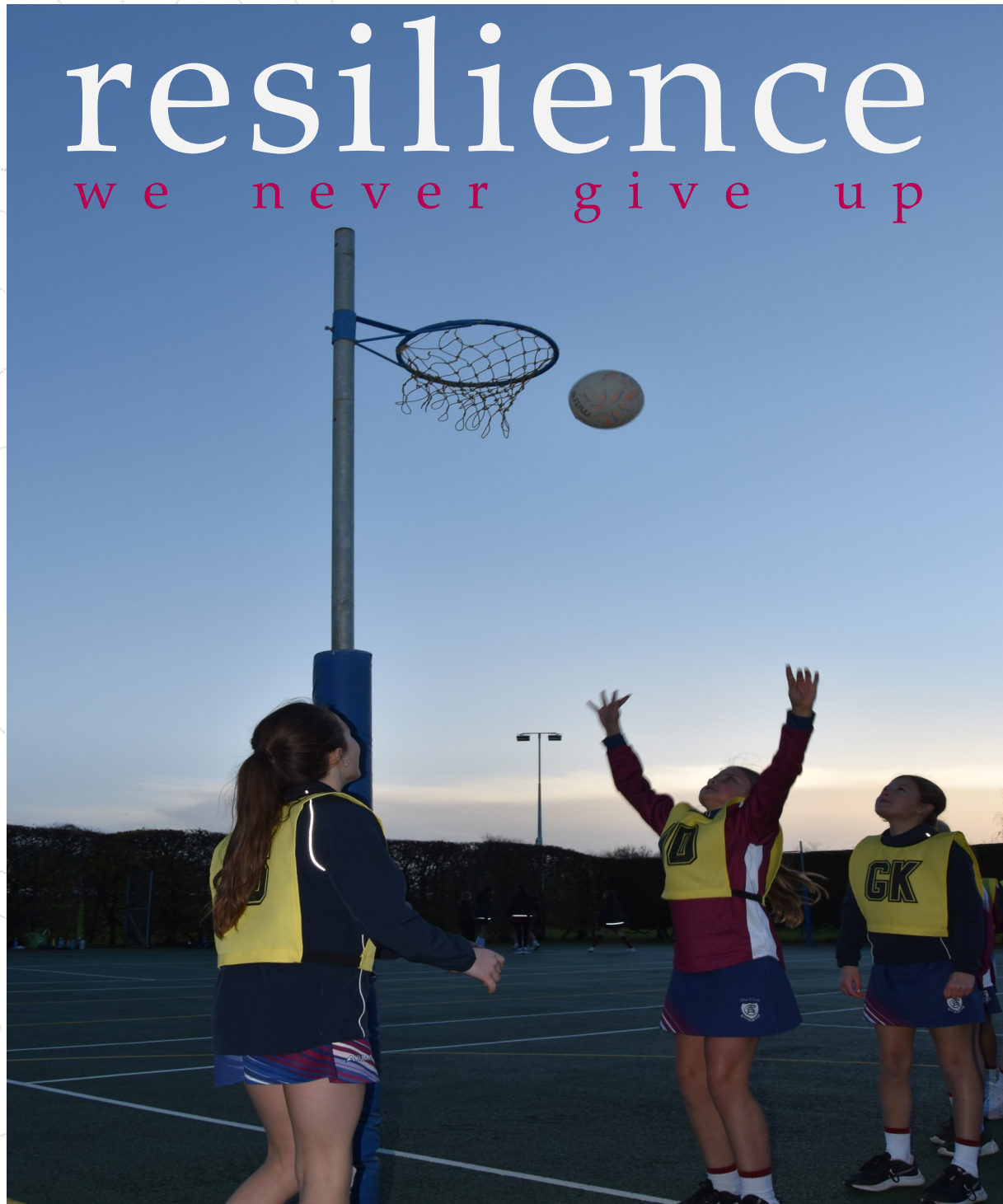
#### **Society**

Understanding the world in which we live in to make informed decisions for everyone.

# Job Description

**JOB TITLE:** Head of Department English

**REPORTING TO:** Head of Faculty Language



*"The Croft gave me so many happy memories; it was a place where I was looked after and nurtured, but also challenged in some areas. I always felt incredibly happy and secure."*

former pupil and current parent



**JOB PURPOSE:** To lead and run the English Department ensuring that there is progression and continuity of teaching of the subject throughout the school

### **Head of Department English Key Results Areas**

- Raise standards of pupil attainment and achievement within the whole English curriculum area and to monitor and support pupil progress.
- Be accountable for pupil progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Committee and Headmaster.
- Be accountable for leading, managing and developing the English subject/curriculum area.
- Manage financial and physical resources within the department effectively to support the department development plan.

### **Head of Department English Main Duties**

- Develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Actively monitor and follow up pupil progress
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- Be accountable for the development and delivery of the Department's curriculum.
- Keep up to date with, and respond to, national developments in the subject area and teaching practice and methodology.
- Establish the process of the setting of targets within the department and to work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- Contribute to the school procedures for lesson observation.
- Seek/implement modification and improvement where required.
- Analyse and evaluate, with the department, performance data provided and take appropriate action in response.
- Ensure that all staff teaching within the subject area are familiar with departmental aims and objectives within the framework of the School Improvement Plan.
- Disseminate information from meetings
- Ensure effective communication/consultation as appropriate with the parents of pupils.
- Represent the department's views and interests.
- Manage the available resources of finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- Monitor and support the overall progress and development of pupils within the department.

## KEY RESPONSIBILITIES CONTINUED:

### Classroom Teaching

- Teach English and some other subjects (where applicable) of the primary curriculum.
- Develop schemes of work and comprehensive lesson plans in line with curriculum objectives.
- Take responsibility for the progress of primary age pupils
- Facilitate learning by establishing a relationship with pupils and by organising learning resources and the classroom learning environment
- Plan, prepare and present age-appropriate, inspiring and engaging lessons that cater for the needs of the whole ability range within the class
- Ensure all SEND pupils are differentiated for, in line with quality first teaching expectations
- Co-ordinate activities and resources within a specific subject area of the curriculum, and supporting colleagues in the delivery of this specialist area
- Create a secure, happy, and stimulating learning environment maintaining high standards of organisation and discipline
- Motivate pupils with enthusiastic, imaginative presentation and delivery of subjects
- Link pupils' knowledge to earlier learning and develop ways to encourage it further, whilst challenging and inspiring pupils to help them deepen their knowledge and understanding
- Prepare and mark to facilitate positive pupil development
- Monitor the progress of pupils, maintaining assessment records, reporting on pupils' progress and development. Meet requirements for the assessment and recording of pupils' progress
- Attend Parents Evenings, meetings, training and external courses, as required. Provide feedback to parents on a pupil's progress at parents' evenings and other meetings
- Work with others to plan and co-ordinate work, as appropriate. Liaise with colleagues and work flexibly
- Keep up to date with changes and developments in the structure of the curriculum; attend relevant courses and disseminate information to colleagues
- Take part in school events and activities which may take place at weekends or in the evening, as required
- Enter wholeheartedly into the life of the School, supporting colleagues and parents for the benefit of our pupils
- Contribute to, and be supportive of the school's development plan and take accountability for identified areas of development

**This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their Line Manager or Headmaster.**

**We have a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.**



## Essential Attributes

## Desirable Attributes

### Qualifications & Training

Qualified Teacher Status

Evidence of relevant and significant training and commitment to CPD

Relevant in-service training

### Experience

High level of experience of teaching English across KS1 and KS2

Experience of leading on an aspect of teaching and learning beyond their own classroom

Experience of teaching across the entire primary age and ability range

Previous HOD experience

### Professional Knowledge & Understanding

An outstanding classroom practitioner with excellent understanding of what comprises outstanding teaching and learning

Sound understanding of recent educational developments in English and the teaching and learning cycle

Knowledge & understanding of assessment procedures to monitor progress, of each key stage requirements and how to scaffold learning accordingly

Knowledge of the RWI phonics scheme and Jane Considine 'The Write Stuff' methodology for teaching writing is desirable

Understanding how to use data to improve outcomes for pupils

### Skills & Abilities

Ability to prioritise workloads to ensure deadlines are met

Ability to conduct lesson observations and give effective feedback to colleagues

Ability to effectively coach and mentor colleagues about teaching and learning

Effective communication ( both orally and in writing) to a variety of audiences and able to establish and develop positive relationships with parents and colleagues

Highly organised, including time management & excellent attention to detail

IT literate including ability to analyse and produce reports

### Personal Qualities

Capable of motivating staff and pupils to achieve their potential; team player

Approachable, empathetic, hard working with high expectations

Enthusiastic, innovative and resourceful

Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school . Keen to contribute to the positive culture of the school

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# excellence

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# grow the mind set

we believe that with hard work and determination we can improve

we expect all staff to have the  
enthusiasm and ability to inspire,  
motivate, develop and innovate,  
together with the desire to make a  
difference



*“We had not planned to send our kids to private school, but The Croft was the best decision we have made for our children; both kids love school. They are both doing really well, and we hope they have amazing memories to cherish”*

a current parent

## Application Process

**Complete a TES Application Form, in full**

**Closing date: Monday 2 February 2026 @ 9am**

**Selection date: Monday 9 February 2026**

**Permanent Role: Full Time; 5 days per week**

**Standard working hours: 8.15am to 4.15pm**

**35 weeks during term time**

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**Role Starts: 20 April 2026**

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**Competitive Salary—to be discussed with applicant**

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**Benefits: Pension; Death in Service; Comprehensive Health and Well Being Plan; Cooked Lunch; Car Park**

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**The school is an equal opportunities employer and welcomes applications from all sections of the community**

**As part of this Job Information pack please see our Safer Recruitment Policy, on our website, for full details of the recruitment, selection and pre-employment checks that are required for all roles**

*“We love The Croft! Thank you, thank you, thank you.”*

a current parent