



Job Title: HEAD OF EAL AND INTERNATIONAL STUDENT EXPERIENCE

Responsible to: Deputy Head – Academic

All teachers at Clayesmore must have a genuine interest in and commitment to a holistic education. Academic work and good results are important, and we seek to recruit and develop excellent classroom teachers. However, the extra-curricular life is important too and all members of staff contribute significantly to this side of our work.

Our intake has a wide ability range – three offers from Oxford this year but also many students who find academic work difficult. A Clayesmore teacher must have a genuine interest in how to help all students do well, whatever their starting point. A Head of Department must have the skills and experience to lead colleagues in helping students make academic progress within the wider context of our holistic aims.

The working week runs from 8.30am Monday until about 4.30pm on a Saturday.

The school is in session for approx. 195 days each year with a few more used for INSET. We work 21/22 Saturdays each year – other term time Saturdays fall on Exeats and Half-Terms. Currently, a full-time teacher teaches 28-30 35 minute lessons each week, contributes to the games programme and to LEX (the co-curricular programme). More details are listed below.

RESPONSIBILITIES AND DUTIES

Understand and successfully deliver all elements of [the teachers standards](#). Heads of Department are responsible for ensuring these standards are met within their department.

As well as work in the classroom the standards refer to teachers “making a positive contribution to the wider life and ethos of the school”. At Clayesmore, this means:

- a. being a tutor and taking a benevolently rigorous interest in the progress of the tutor group
- b. being a visiting tutor in a boarding house with one duty evening each week (5.45pm – 10.45pm);
- c. coaching games, or supporting the programme in some other way;
- d. contributing to LEX and the activities programme as required;
- e. attending all major school events – these are listed in the staff handbook;
- f. attending all events directly related to the life of the tutor group;
- g. attending all parent-teacher meetings (for year groups taught or tutored);
- h. doing staff duties one day each week and on up to 3 Sundays in the year;
- i. carrying out any other reasonable duties given to them by the Head.

PERSON SPECIFICATION

Essential

- Be able to meet all the teachers standards
- Hold a relevant degree
- Be organised and self-motivated
- Be optimistic, forward-looking, and cheerful; enjoy being a team-player
- Be confident teaching a wide age and ability range
- Have experience in relevant extra-curricular activities and be keen to share this experience with pupils
- Have the social skills, confidence, resilience and initiative to contribute to and enjoy working in a busy boarding school.
- Have the confidence and self-awareness to seek advice when necessary

Desirable

- Recognised teacher qualification, such as PGCE, or equivalent experience
- Be a skilled user of IT to facilitate learning and assessment
- Be able to write English clearly and accurately
- Already have a knowledge of safeguarding requirements and good practice
- Be able to demonstrate a strong commitment to personal continuous professional development

Notes

- This job description is not necessarily a comprehensive definition of the post: it will be reviewed regularly and it may change at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- New staff are inducted, briefed and sometimes accompanied on new duties.
- Heads of Academic Departments – please see list of additional responsibilities.

Date reviewed: June 2023

Reviewed by: Deputy Head Academic

HEADS OF DEPARTMENT – ADDITIONAL RESPONSIBILITIES

Regulatory or statutory responsibilities:

1. Be actively responsible for all aspects of the departmental environment with regard to health and safety, seeking help from the schools Health and Safety Officer or senior staff whenever necessary;
2. Understand and implement all regulatory requirements related to examinations and other pupil work, seeking help from the Examinations Officer, or the Deputy Head Academic whenever necessary;
3. Ensure that all safe-guarding policies, including registration, are carried out in accordance with school policies.

School responsibilities:

1. Manage the department effectively. This will include:
 - a. Ensuring useful departmental meetings take place, usually weekly
 - b. chairing departmental meetings;
 - c. identifying your own and others development needs;
 - d. mentoring and inducting staff who are new to the department
 - e. producing guidance for staff, pupils and parents about the work of the department;
 - f. managing the departmental budget carefully;
 - g. liaising with parents about their children's progress;
 - h. developing, publishing and monitoring the implementation of schemes of work in all year groups;
 - i. creating a culture of optimism, energy and clear thinking designed to ensure pupils make progress.
 - j. developing sustainable ways to demonstrate this progress
2. Work closely with the Deputy Head Academic to:
 - a. ensure that school policies related to academic work - e.g. on prep, assessment and marking, teaching and learning - are fully implemented in your subject;
 - b. propose a budget to the deadline and in the format required;
 - c. report on the work of the department to SLT and governors;
 - d. develop a proposed teaching schedule for the department;
 - e. participate in the recruitment, development, mentoring and appraisal of staff in the department;
 - f. manage the collection of assessments and reports for parents of pupils taking your subject;
 - g. advise the Deputy Head Academic on choice of specifications and tiers of exam entries;
 - h. set internal exams, entrance exams and scholarship papers as required;
 - i. arrange for the marking of exams and reporting of results within the deadlines set;
 - j. provide data related to assessment, as required;
 - k. provide revision work for pupils or groups of pupils as required by the Head of Sixth Form and the Head of Middle Years;
 - l. attend meetings and working parties to discuss academic matters, as required.
3. More widely,
 - a. liaise with tutors, house staff and parents as needed to ensure individual pupils make appropriate progress in your subject;
 - b. collaborate with other Heads of Department to ensure the school's aims and mission are delivered across the curriculum;
 - c. participate with enthusiasm in the development of whole school policies and the whole school development plan;
 - d. ensure you and your departmental colleagues work in close collaboration with the staff in the Teaching and Learning Centre providing and responding to information and advice as required;

- e. work closely and constructively with colleagues at CPS and in other prep schools on issues related to the curriculum, assessment of pupils joining the school and on the transition of pupils;
- f. maintain an inventory of resources kept in the department which are owned by the school.

In addition to the Head of Department Job Description, the Head of EAL has particular responsibilities for the following:

- Assist the admission department with interviews and assessments for prospective international students
- Be a point of contact for all international students
- Organise the department to assess the level of ability of all new students and arrange appropriate classes for all year groups
- Timetable the EAL classes including groups and 1:1, including changes as needed through the year
- Enter students for relevant exams and organise attendance/transport
- Be responsible for ensuring the correct disbursements for lessons

PERSON SPECIFICATION

In addition to the requirements for a subject teacher, the following is expected of a Head of Department at Clayesmore:

- A commitment to promoting and modelling the behaviours and values expected of others
- Excellent administrative and record-keeping skills
- A visible commitment to curriculum development
- The interest and ability to lead colleagues well
- An ability to adapt to situations whilst remaining calm and positive

Date reviewed : July 2025

Reviewed by : Deputy Head Academic

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.