



23rd May 2023

## **HEAD OF ENGLISH INFORMATION FOR APPLICANTS**

### **THE SCHOOL**

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral.

The school was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced and current numbers stand at two hundred and seventy-seven boys, aged four to thirteen (Reception – Year 8). The twenty-two choristers receive major scholarships towards fees.

Westminster Cathedral Choir School is academically selective and prepares boys for leading senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's College Wimbledon, St Paul's, Tonbridge, Westminster and Winchester. Almost all choristers achieve major music scholarships.

In 2017, WCCS opened a new Pre-Prep for boys from Reception to Year 3, in a beautiful Grade II listed building on Francis Street, just behind our current site. It is now full and thriving.

### **THE POSITION**

The governors seek to appoint an outstanding Head of English from January 2024, who can lead and inspire a team of English teachers, and teach boys from Years 4 to 8 to an exemplary standard. WCCS is a selective, central-London School: applicants should wish to work in a fast-paced environment, where academic, professional and parental expectations are high.

The successful candidate will be fully supportive of the School's mission, Catholic ethos and traditions and set a positive, professional example to boys. The successful candidate's responsibilities are detailed below.

#### **Key area of responsibility**

The Head of English will lead and manage the English department from Years 4 to 8, including all 13+ pre-test preparation, and have the ability to teach English to CE and scholarship level.



## **Teaching**

- To teach, as reasonably required, by the Head
- To develop appropriate schemes of work, available for inspection by the Deputy Head, which set out challenging and appropriately differentiated work for all pupils
- To maintain order, discipline and calm in class to ensure effective teaching and learning
- To integrate ICT into teaching and learning, available for inspection by the Deputy Head (Academic)
- To develop cross-curricular links with other subjects as well as PSHCE/SMSCD
- To organise and/or attend curricular-enriching trips
- To produce wall displays which change on a termly basis
- To mark pupils' class work and prep, in line with School policy
- To prepare thoroughly for ISI inspections

## **Administration**

- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To liaise closely with Heads of Department and the SMT as required
- To attend staff meetings as required, adhering to the procedures and protocols published in the staff handbook
- To manage the departmental budget

## **Pastoral care**

- To set and maintain clear expectations of behaviour in all classes and cover lessons
- To follow and support the School's stated policies on rewards and sanctions, anti-bullying, safeguarding and child protection
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head

## **Health & Safety**

- To complete risk assessments as required
- To prepare for and respond to inspections of health and safety, internal and external

## **Personal conduct**

- To welcome prospective parents and visitors into lessons at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos



## **Other**

- To organise an annual overseas trip or to offer an extra-curricular activity, out of School hours, once a week during term time
- To participate in appraisal meetings with whichever staff member the Head designates to oversee individual staff appraisals
- To participate in lesson evaluation by peers and the SMT, following the set protocols
- To attend INSET training as required
- To undergo any other training as reasonably required
- To cover staff duties/accompany games as required
- To attend whole-School Mass, if teaching on that day
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

## **Flexibility**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head.

## **THE PERSON**

This position would suit someone who loves books, delights in using language, and enjoys teaching bright boys aged 8 – 13. He or she will also have a sound knowledge of English punctuation and grammar and be committed to the boys acquiring proficiency in the same.

## **SAFEGUARDING AND CHILD PROTECTION**

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

## **TERMS**

This post is permanent.

## **THE BENEFITS**

The successful candidate can expect an excellent salary, membership of the Teachers' Pension Scheme, and the opportunity to teach bright boys in one of London's most successful preparatory schools.



## HOW TO APPLY

Candidates should complete the application form and email it with a brief (one page only) letter of application addressed to the Head, Mr Neil McLaughlan. Candidates should include in the letter details of personal qualities and experiences relevant to the post and how they meet the person specification for the role.

Email [lauger@choirschool.com](mailto:lauger@choirschool.com)

An additional CV or supporting statement is not required.

The closing date for applications is **Thursday 8th June**. Interviews will be held at the School on **Tuesday 13th June**.