



JOB DESCRIPTION HEAD OF ENGLISH

Job title	Head of English
Campus/School	Pudong/Senior School
Hours	Full Time
Contract	3 years
Classification	Academic
Reporting to	Senior School Leadership Team
Key duties and responsibilities	
The Head of English is a key middle leader within the Senior School, providing strategic leadership for the English Department and holding accountability for the quality of curriculum, teaching and student outcomes within the subject. The role provides leadership for English from Year 7 through to IGCSE/GCSE and post-16 qualifications, and promotes a culture in which students develop as confident communicators and critical thinkers. Teaching, Learning and Curriculum Leadership • Lead and sustain a culture of high-quality teaching, evidence-informed practice and continuous improvement across the English Department. • Maintain oversight of the quality and consistency of teaching and learning across the department, identifying strengths and priorities for development. • Ensure a well-sequenced, challenging and inclusive English curriculum from Year 7 through to IGCSE/GCSE and post-16, aligned with whole-school curriculum and learning principles, which exposes students to a broad range of texts, perspectives, genres and literary traditions. • Ensure that the curriculum develops students' knowledge and understanding of language and literature alongside their capacity to read critically, write effectively, communicate confidently and think independently. • Oversee the design, review and refinement of schemes of work, assessment practices and curriculum mapping. • Ensure high expectations for literacy, academic writing, discussion and oracy within English, contributing where appropriate to their development across the wider Senior School. • Monitor student progress and outcomes, using data intelligently to inform teaching, intervention and curriculum development, working closely with academic and pastoral leaders. • Ensure assessment is valid, consistent and purposeful, including effective standardisation and moderation and compliance with examination board requirements. Department Leadership and Management • Provide clear strategic direction for the department through an annual development plan aligned with school priorities. • Line-manage and support English staff, creating a professional culture characterised by collaboration, high expectations, reflection and continuous improvement. • Lead regular department meetings focused on teaching, learning, curriculum development and student outcomes. • Contribute to whole-school academic leadership and curriculum review, collaborating proactively with other Heads of Department and senior leaders. • Manage departmental resources and budgets effectively to support curriculum priorities and high-quality teaching and learning. • Advise the Senior School Leadership Team on staffing and curriculum needs within English. Student Progress, Support and Enrichment • Promote high expectations, appropriate challenge and academic ambition for all students. • Ensure effective identification and support of students who are not making expected progress, including appropriate intervention and communication with relevant colleagues and parents. • Support informed student choice at IGCSE/GCSE and post-16, through effective communication and guidance. • Lead revision, enrichment and extension opportunities that enhance student outcomes and foster enthusiasm for English language and literature. • Promote a strong culture of reading and intellectual curiosity within the department and wider Senior School. • Ensure homework and independent learning expectations are purposeful and aligned with school policy.	



Staff Development and Professional Culture

- Support recruitment processes, and induct and mentor new staff effectively into the department and school culture.
- Develop the expertise and capacity of colleagues through effective line management, professional dialogue, coaching and appropriate delegation.
- Identify professional development needs and contribute to high-quality, subject-specific professional learning.
- Remain informed about developments in English education, curriculum, assessment and pedagogy and use these appropriately to support departmental improvement.

Wider Contribution and External Engagement

- Promote the profile of English within the school community and beyond.
- Communicate effectively with parents on curriculum, progress and subject matters.
- Contribute to school publications, events, parent engagement and outreach where appropriate.
- Develop meaningful cross-curricular and vertical links which strengthen students' literacy, communication and wider learning.
- Support the department's contribution to co-curricular and enrichment opportunities, including activities which promote reading, writing, speaking and engagement with literature.
- Contribute actively to the wider academic and cultural life of the Senior School.

Digital Learning and Innovation

- Lead the purposeful use of digital tools, platforms and resources where they enhance teaching, learning and assessment in English.
- Ensure technology enhances high-quality reading, writing, discussion, feedback and intellectual engagement.
- Ensure consistent and purposeful use of the school's LMS in line with whole-school expectations.

Our Community

- Comply with all College, School and group policies and expectations.
- Maintain a safeguarding, wellbeing and pastoral duty of care in accordance with College and School policy and practice.
- Contribute effectively to the wider life of the School, including events, the co-curricular programme and student supervision as required.
- Model the College's values and expected professional behaviours in all aspects of the role.
- Build positive, professional relationships with students, colleagues, parents and the wider school community.

Other

- Undertake any reasonable duties as directed by the Senior School Leadership Team.

Leadership Capability Framework

The EiM Leadership Capability Framework describes what 'good' leadership looks like in our school. This capability framework provides a common 'language' for leadership. Everyone understands what is expected of them and there is definition around the specific behaviours leaders should demonstrate at different levels. It also helps build and maintain the culture we need within our College; the type of culture that supports us to achieve our strategic priorities. It is centred around 18 identified dispositions. Dispositions are the personal qualities or characteristics, such as interests, values or beliefs, attitudes or modes of adjustments that are possessed by individuals.

Person Specifications

The successful candidate must have:

- a degree in English or a closely related subject
- a PGCE or equivalent teaching qualification
- at least five years' secondary teaching experience
- experience of teaching English at IGCSE/GCSE and/or IBDP/A Level
- strong subject knowledge and a clear understanding of effective English curriculum design and pedagogy
- the ability to lead, support and develop colleagues effectively
- the ability to use assessment information and student data intelligently to improve outcomes
- alignment with our core values
- strong written and verbal communication skills
- a collaborative, reflective and flexible approach to leadership
- a commitment to fulfilling pastoral, safeguarding, welfare and supervisory responsibilities effectively



- a mindset of continuous professional learning and improvement
- a commitment to high standards, attention to detail and meeting deadlines
- a sense of fun.

Experience of international education and previous subject or curriculum leadership are preferred.

This job description is designed to outline primary responsibilities but not limit the employee nor DCS to only the work identified. It is the expectation of the College that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.

Dated	September 2026
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