



Head of Faculty: English and Languages

Job type	Permanent
Start date	September 2025
Apply by	30 April 2025

Hampton Court House is an award-winning independent co-educational day school for ages 2 – 18, educating children and young people from pre-nursery to Year 13. The majority of our 300+ pupils elect to stay on to complete their full education with us, enjoying high levels of academic success in their GCSEs and A levels, and at Oxbridge and Russell Group university entry.

We strive to lay the foundation of a lifelong love of learning, and it is important to us that children enjoy being here and look forward to coming to school. Our non-uniform parkland campus, in which staff and pupils alike are addressed on a first-name basis, cultivates an atmosphere in which our pupils can explore their curiosity, individuality and style with taste and discretion.

We are seeking an exceptional Head of Faculty to lead English and Languages provision across the Senior School and through this and other responsibilities, contribute to the strategic development of the Senior School.

The Head of Faculty for English and Languages will have lead responsibility for developing a coherent, effective and inspiring approach to the curricular and co-curricular provision of all languages, as well as our EAL provision; there will also be opportunities to continue to forge close curricular links with the Prep School, supporting the French immersion programme and development of all languages.

The successful applicant will have operational and strategic responsibility for the English Department and will teach English. They will also line manage the Head of Languages. They will be responsible for promoting language provision across the Senior School. While the post has a specific focus on English, it also gives outstanding opportunities for leading change across the whole of the Senior School.

The post holder will be part of the Senior School's Middle Leadership Team, which meets regularly to discuss academic, pastoral and co-curricular matters pertaining to the Senior School. The Head of Faculty for English and Languages will be accountable to, and meet regularly with, the Vice Principal (Academic) and Director of Studies and, given the seniority of this role, will also meet regularly with the Principal.

The role would be ideal for a current Head of Department looking for their next step in their professional development. This would be an excellent stepping-stone to a Senior Leadership position or a fantastic opportunity to shape a critical part of school life.

English and Languages at HCH

English and Languages are vital core subjects at Hampton Court House. They form an integral part of the core curriculum from Early Years through to the end of Key Stage 4, and are popular choices at A Level.

English is taught by specialists from Reception upwards, and the Senior department is highly successful, with a harmonious, well-organised and experienced team at its heart. Senior languages benefit greatly from the effect of our French Immersion Programme in Years 1 to 4: a unique feature of our curriculum, in which around half of all learning in those years is conducted entirely in French. This lays the foundation for teaching and learning in that language up to 18, while in Year 5, Latin and Mandarin begin to be taught to all children, and again are continued by many students all the way up the school. Spanish, which becomes available as a language option in Year 7, is still another very popular choice up to A level.

As well delivering the core and public examination curricula, our English and Languages specialists also pride themselves in their co-curricular provision, with deep cultural enrichment in these subjects forming a key part of the experience of all our young people.

HCH is a globally-facing, cosmopolitan and international school, and so some students among our intake require support in learning English as an additional language. The successful applicant will therefore also line manage the postholder for EAL provision.

Currently, interaction between English and the other language subjects is relatively limited, so a critical role of the new Head of Faculty will be to explore fruitful cross-curricular projects.

Head of Faculty: English and Languages Responsibilities

STRATEGIC DIRECTION AND INNOVATION

- Overseeing the work of English and Languages with varying levels of involvement and operational responsibility
- Advising the Vice Principal (Academic) and Director of Studies on the school's future strategy for language provision to ensure that curricula combine the best of traditional and innovative methods
- Exploring cross-curricular links between subjects as well as promoting links with any other faculties and departments in a meaningful and achievable manner
- Becoming one of the 'go-to' experts in the school on degrees and careers in English and Languages and disseminating knowledge across the SLT, other faculties and departments
- Actively seeking out opportunities for co-curricular challenges and scholarly endeavours (e.g. ensuring we have an active strategy

to promote participation in projects such as public-speaking, encouraging colleagues and students to enter other national or international competitions)

- Developing teaching and learning across the English and languages areas in collaboration with the academic Senior Leadership team, Heads of Faculty and Heads of Department
- Working with the Heads of individual languages to ensure schemes of work are inspiring, challenging and effective at all Key Stages
- Quality assuring and developing regular co-curricular provision across the English and languages and exploring opportunities for cross-curricular trips, lectures and experiences
- Ensuring that they and their line-managed Heads of Department stay abreast of provision in competitor schools; disseminating ideas and encouraging an outward-looking and reflective culture

OPERATIONAL RESPONSIBILITY AND LINE MANAGEMENT

- Acting as HOD for the English Department taking strategic and operational responsibility for aspects of the department – including line management of English Teachers and mentorship of ECTs
- Line management of the Head of Languages and working closely with them to develop departmental strategy and ensure excellent provision
- Line management of the EAL lead and working closely with them to develop and support the progress of students who are learning English as an additional language
- Working in collaboration with the academic SLT and HODs to explore cross-curricular links, develop an overarching knowledge of language provision in the Senior School, and provide an additional source of support and challenge

POLICY/STRATEGIC DIRECTION AND DEVELOPMENT

- Contribute to whole school policy-making and strategic planning as required by the Principal.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

LEADERSHIP & MANAGEMENT

- Sit on the school's Middle Leadership Team and contribute to the work of this team, as directed by the Vice Principal (Academic) - (e.g. lesson observation, INSET training, consideration of academic changes and proposals, leading items in Heads of Faculty meetings)
- Lead and manage the faculty, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Empower members of the faculty to develop their leadership potential to ensure continuous improvement within the faculty.
- Manage day to day requirements such as examination entry and faculty timetables, delegating as appropriate, to ensure the efficiency of the faculty.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

TEACHING AND LEARNING

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school, in collaboration with other HoFs, HoDs and the academic SLT
- Exemplify in their own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the faculty.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the faculty to ensure high standards are maintained.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the faculty.
- Ensure the faculty's delivery and development of curricula is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days

Head of Faculty English and Languages: Extra Curricular Responsibilities

MARKETING AND EXTERNAL LINKS

- Actively promote the faculty within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school and Dukes in the local and wider community.
- Lead the faculty's contribution to marketing events and external links.

MANAGEMENT OF RESOURCES

- Monitor and control the faculty's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.

- Identify future resourcing needs and aspirations for the faculty for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

MONITORING, EVALUATION & ASSESSMENT

- Ensure that within the faculty individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

TRAINING & DEVELOPMENT OF SELF AND OTHERS

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the faculty, ensuring that they are appropriately met, and that all members of the faculty are active in their own personal and continuous professional development.

We are looking for someone with:

SKILLS REQUIRED

Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential

KNOWLEDGE BASE

Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject	Essential
Up to date with professional developments in the subject and other aspects of education	Essential

QUALIFICATION/ATTAINMENT

Qualified teacher status	Essential
Good honours degree (First or Upper Second)	Essential
Post graduate qualifications (Masters degree/post graduate diplomas)	Desirable

EXPERIENCE

Experience as a subject teacher covering KS3-5	Essential
Experience of teaching A Level and GCSE in the subject for at least 2 cycles	Essential
Experience of organising or participating in extra-curricular activities	Desirable
Experience of participating in or leading a whole school initiative	Desirable
Experience of a management role e.g. as deputy head of department	Essential

ATTITUDE/APPROACH

Ability to enthuse children and adults	Essential
Possess a positive attitude and approach to change and development	Essential
Flexible and firm with the ability to know when to be either	Desirable
Enjoy rising to the challenges inherent in a school environment	Essential
Lifelong learner	Essential

The role will report to the Vice Principal (Academic).

The role is full time

Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

Early applications are encouraged. We reserve the right to appoint a suitable candidate before the closing date. Please note that we are unable to accept applications unless they are made on our own application form.

Hampton Court House is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to successfully complete the Disclosure procedure at the Enhanced level. As part of the recruitment process a check of candidates' information that is available in the public domain will be carried out. It is an offence for a person barred from working with children to apply for this post. Hampton Court House is committed to Equal Opportunities and strives to achieve inclusivity and diversity within our community. Therefore, we welcome applications from all sections of the community.