



BISHOP WORDSWORTH'S SCHOOL

SALISBURY, WILTSHIRE

**BISHOP
WORDSWORTH'S
SCHOOL**



APPOINTMENT OF HEAD OF ENGLISH



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THE SCHOOL

HISTORY AND TRADITION

Since its founding in 1890 by Bishop John Wordsworth, Bishop's has provided academic excellence in the heart of Salisbury and today remains a school which is held in high regard by the local community. Educating 1,190 students aged 11–18, including around 138 girls in the co-educational Sixth Form, the school is a significant player in the educational landscape of Salisbury and more widely. In the shadow of the Cathedral spire the School's eclectic buildings span the seventeenth to the twenty-first centuries. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living within reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here.

HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.



SPIRIT OF TOGETHERNESS

As the school motto “Veritas in Caritate” (truth through loving) suggests, consideration and thoughtfulness are central to life at Bishop’s. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. Heads of School operate an ‘open door’ policy whenever possible and in our Sixth Form, every student is allocated a personal mentor, closely matched to the individual students’ academic specialism.

LOCATION

Bishop’s is situated in the heart of the beautiful cathedral city of Salisbury. The city is vibrant and home to a number of other educational institutions, as well as the cathedral the Salisbury Playhouse and the Arts Centre. The city is commutable from a wide range of other villages, towns and cities, and is well connected by both road and rail networks. Leading a school with the reputation and standing that Bishop’s has, comes with its own responsibilities and opportunities. The Headteacher is likely to be a known figure locally within education, and/or someone who would thrive in engaging in the wider community in a meaningful way, as well as playing a wider role through the school’s historic and current links with the cathedral.

BWS FOUNDATION

The Foundation supports Bishop’s students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

INTERNSHIP OPPORTUNITIES

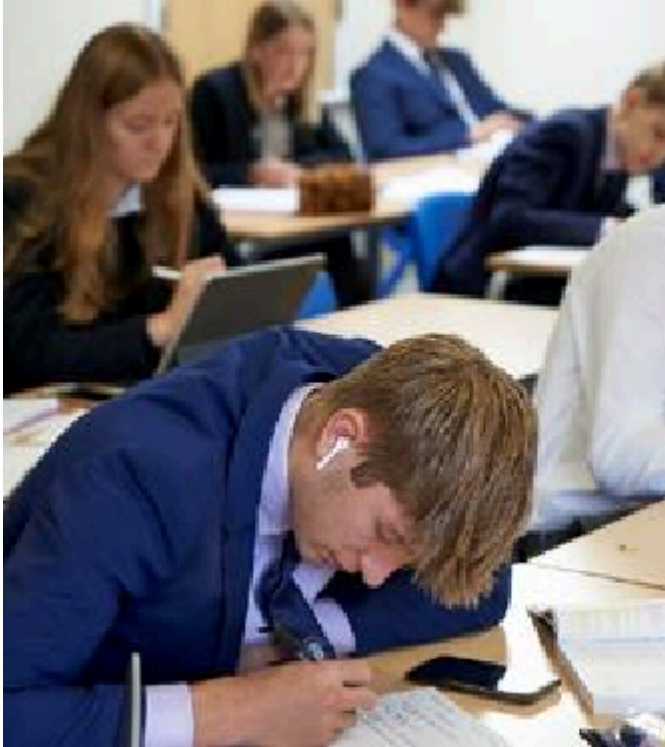
Students can access our extensive network of Bishop’s Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop’s Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.

Read more about the school here: <https://www.bishopwordsworths.org.uk/>



ACADEMIC LIFE

Academic life at Bishop's combines rigour, depth, and breadth. Highly qualified teachers go beyond exam syllabi to inspire independent learning. Students deepen their knowledge through workshops, lectures, fieldwork, and competitions, excelling both in and beyond the classroom.



A Level Results 2024

100% pass rate, 75% A*-B, 14 students A* in all papers

With 196 students, our largest cohort yet, over 75% of grades were A*-B. Fourteen students secured places at Oxford and Cambridge, while 54 achieved all A*/A grades, including 14 who earned A* in every A level. This outstanding performance cements the school's position among the top performers.

GCSE Results 2024

43% 9-8 / A*
64% 9-7 / A*-A

Of the 154 Year 11 students at Bishop's, over 64% of their papers achieved Grades 7-9, with 25 students earning top grades in all subjects. This success reflects their determination, the creativity of their teachers, and strong parental support.

Careers Provision

At Bishop's, a robust careers programme helps students explore all pathways, including higher, further, and technical education and apprenticeships. Students have year-round access to a qualified careers adviser registered with the Careers Development Institute. The school also hosts the region's largest HE and Careers Convention, featuring seminars on higher education.

EXTRA-CURRICULAR ACTIVITIES

We encourage all students to take part in the rich co-curricular life of the school which enables them to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger students in the school.

TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers students the chance to take part in a wide range of extra-curricular activities. For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, wind band, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.





SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life. We strive for national recognition across a wide range of sports and compete on a local, regional and national level.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more feature in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976—1981) One of the UK's most highly-regarded and internationally celebrated actors. David

Oakes: (Bishop's 1995—2002) Trained at Bristol Old Vic, best known for The Pillars of the Earth.

BISHOP'S STRUCTURE

LOWER SCHOOL (YEARS 7 & 8)

The Lower School Office organises daily life for Years 7-8, monitoring academic progress, well-being, and pastoral issues. It ensures staff can support and challenge students effectively by handling all aspects of their schooling, including rewards and sanctions. Students mainly learn in tutor groups, following a common timetable. Teaching aligns with the National Curriculum, providing a strong foundation for future studies, including GCSEs, which begin in Year 9.

MIDDLE SCHOOL (YEARS 9 to 11)

The Middle School focuses on achieving academic excellence while fostering social, cultural, and recreational development. Staff work closely with parents to ensure students thrive. Academic, pastoral, and career support equips students with qualifications and skills by Year 11, whether they progress to Sixth Form or leave school. Pastoral care includes tutorials, personal interviews, and careers guidance from the Careers Advisor. Regular contact is maintained between staff and students, with progress reviewed by the Headteacher.

SIXTH FORM

Our Sixth Form offers exceptional academic opportunities, taught by experienced specialists who inspire independence and deliver top results. Students are highly sought after by universities and employers. Since becoming co-educational in 2020, the Sixth Form has grown to 391 students, including 133 girls. This year, 191 students joined Year 12, 70 of whom are female. Students excel in academics, arts, and sports, and show leadership and community spirit. Alumni often return, bringing valuable global experiences to share with current students.





STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting and the school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together over a cuppa and cake each week for a chance to get to know each other in a friendly environment.



PERSON SPECIFICATION

The following are essential or desirable characteristics associated with the post of a Head of English at Bishop Wordsworth's School. Evidence will be drawn from the application from and explored at interview.

Qualifications

Essential:

- Qualified Teacher Status (QTS)
- A good honours degree in English or a closely related subject

Desirable:

- Postgraduate qualification in a related field
- Evidence of continuing professional development (e.g. leadership training)

Experience

Essential:

- Substantial and successful experience teaching English across KS3, KS4 and KS5
- Proven track record of raising attainment and improving outcomes
- Experience of leading or managing within a department or a team

Desirable:

- Experience in a Head of Department or similar leadership role
- Experience managing or delivering Drama provision
- Experience of leading enrichment activities such as theatre trips or competitions

Knowledge and Understanding

Essential:

- Strong knowledge of the English curriculum, assessment frameworks and current educational developments
- Understanding of how to monitor teaching quality and raise standards
- Knowledge of safeguarding responsibilities in an educational context

Desirable:

- Awareness of curriculum design at a strategic level
- Knowledge of entry assessments for selective admissions (e.g. setting and marking entry papers)

Skills and Abilities

Essential:

- Ability to lead, inspire and motivate colleagues
- Excellent classroom practitioner with outstanding subject knowledge
- Strong organisational and time management skills
- Ability to analyse data and use it to inform decision-making
- Confident communicator with students, staff, and parents

Desirable:

- Ability to manage a departmental budget
- Experience representing a department at whole-school level

Leadership and Management

Essential:

- Capacity to lead curriculum development and drive improvement
- Ability to delegate effectively and manage staff performance
- Experience in setting departmental goals and supporting staff to achieve them

Desirable:

- Experience conducting lesson observations or contributing to performance management

Personal Qualities

Essential:

- Enthusiastic, approachable and resilient
- High expectations of self and others
- Commitment to the wider life of the school, including extra-curricular provision
- Commitment to inclusion, diversity and student wellbeing

Desirable:

- A passion for literature, theatre and creativity that extends beyond the classroom

HEAD OF ENGLISH JOB DESCRIPTION

Purpose of the Role:

To provide outstanding leadership and management of the English Department, ensuring high standards of teaching, learning, and academic outcomes. The Head of English will play a central role in curriculum planning, staff development, and the promotion of English across the school, including responsibility for entry assessments, enrichment opportunities, and oversight of Drama provision.

MAIN (CORE) DUTIES

Leadership & Strategic Direction:

- Provide clear strategic and operational leadership of the English Department, including curriculum planning, assessment, quality assurance, and staff performance.
- Be responsible for the overall effectiveness, direction, and vision of the department, aligning it with whole-school priorities.
- Lead departmental meetings and manage internal communication within the English and Drama team.
- Line manage all English teaching staff and the Drama teacher, offering support, challenge, and professional development opportunities.
- Represent the department at middle leader meetings and in communications with SLT.

Curriculum and Assessment:

- Ensure the delivery of a broad, balanced, and high-quality curriculum in English, in line with national expectations and school ethos.
- Oversee curriculum development across all Key Stages, including the integration of Literacy and cross-curricular opportunities.
- Take sole responsibility for the setting and marking of all English entry papers (excluding 11+), liaising with Admissions as necessary.
- Provide appropriate and differentiated English materials for the school's 11+ booster classes.
- Oversee accurate and timely assessment, reporting, and data tracking across all year groups in the department.
- Use assessment and performance data to inform planning, interventions, and target-setting.
- Ensure a consistent and robust approach to marking and feedback across the team.

Quality Assurance:

- Monitor and evaluate the quality of teaching and learning across the English Department through lesson observations, learning walks, and work scrutiny.
- Lead the department's contribution to whole-school improvement planning and evaluation.
- Implement effective self-evaluation processes and respond proactively to internal and external reviews (e.g. Ofsted).
- Support staff in meeting their performance management targets and ensure developmental CPD is embedded in departmental practice.

Staff Management and Development:

- Lead and manage a team of teachers within the English Department, including the Drama teacher, ensuring high levels of motivation, collaboration, and professional conduct.
- Develop and support teachers through effective line management, mentoring, and the sharing of best practice.
- Support and oversee the induction of NQTs, trainees, or ECTs assigned to the department.

JOB DESCRIPTION

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the relevant pastoral section on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help to produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.

Extra-Curricular and Enrichment:

- Take responsibility for the organisation and promotion of English-related extra-curricular activities, including:
 1. Theatre trips and visiting performances
 2. Poetry competitions and creative writing contests
 3. House events and literacy-related competitions
- Encourage a culture of creativity and love for language and literature among students.

Drama oversight:

- Line manage the Drama teacher, providing oversight of Drama provision across the school.
- Ensure Drama is effectively resourced and integrated into the school's cultural and curriculum offer.
- Support the organisation of performances and whole-school productions where appropriate.

Communication and Liaison:

- Ensure effective communication with parents, carers, external bodies, and internal stakeholders.
- Liaise with feeder schools, higher education institutions, and relevant cultural organisations to enhance opportunities for students.
- Promote the department at Open Evenings, Options Events, and through internal/external communications.

Teaching Responsibilities:

- Teach English across a range of key stages, ensuring high standards of delivery and student progress.
- Plan lessons, assess work, and provide feedback in line with school policy.
- Maintain up-to-date records of student progress and contribute to reporting processes.

Management of Resources:

- Manage the English Department budget and allocate resources effectively.
- Ensure all teaching areas are well-maintained and that departmental resources are current and accessible.

Pastoral Responsibilities

- Promote and support student wellbeing and progress within a tutor group or teaching context.
- Uphold the school's behaviour policy and provide support to colleagues managing student behaviour.

General Responsibilities:

- Support and promote the safeguarding and welfare of children.
- Uphold and model the school's ethos and values in all professional activity.
- Participate in school duties, CPD, performance review, and other school-wide processes.
- Undertake any other duties reasonably requested by the Headteacher in line with the role.





HOW TO APPLY

Please access the Bishop Wordsworth's School website <https://www.bishopwordsworths.org.uk/main-school/the-school/staff-vacancies/> or TES for further specific information about the post and for the application form.

You must complete the BWS application form and may also, if you wish, submit a CV along with your completed application.

You are welcome to visit the school prior to application. Please contact the HR Manager by email or on 01722 333851 to arrange a visit and/or an informal discussion with the Head of Department.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as twitter feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.