

<u>JOB DESCRIPTION</u>	
JOB TITLE	English Teacher
DEPARTMENT	English
SECTION	Prep-School
REPORTS TO	Head of English
RESPONSIBLE FOR	N/A

JOB SUMMARY
To be an excellent, inspiring classroom practitioner and have the highest expectations of both themselves and the pupils they teach. To teach a full timetable, including Saturdays during term-time and fully participate in and contribute to the co-curricular life of the School e.g. Games provision, extra-curricular activities and supervisory duties.

KEY DUTIES AND RESPONSIBILITIES
<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Uphold the School’s high standards of preparation, teaching and discipline; • Establish high and appropriate expectations for learning, motivation and presentation of work; • Plan, prepare and deliver purposeful and productive lessons that inspire and engage; • Ensure each pupil receives learning that is appropriate to their age and ability, supporting those of varying ability; • Monitor the progress of each pupil with the framework of the school’s monitoring systems • Plan lessons in accordance with the school’s schemes of work; • Set and mark examinations and other forms of assessment; • Creative and resourceful use of ICT within the curriculum; • Create and maintain a positive and attractive learning environment, including displays of pupil’s recent work; • To mark pupil’s work promptly and sensitively, checking their development in accordance with the school’s procedures and policies; • Produce School plays; • Organise and participate in appropriate off-site trips and excursions. <p><u>Additional Pupil Support</u></p> <ul style="list-style-type: none"> • Identify and support pupils who are able and gifted, ensuring the whole school register is maintained and updated as necessary; • Support pupils who are applying for external scholarships and awards, liaising with the Master of Scholars where appropriate; • Liaise with the Head of Learning Support regarding the support of specific pupils within the department; • Keep informed of the learning development needs of pupils in the department/class, supporting those with specific learning difficulties and making appropriate adjustments to lessons when required.

Pastoral Responsibilities

- To establish and maintain a happy, positive working environment with the classroom;
- To record the attendance of pupils according to the procedures established by the school;
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection (Safeguarding) Policy;
- To maintain positive links with parents and guardians through regular communication and meetings.

Additional Responsibilities and Professional Duties

- Support and foster the aims of the school;
- Be familiar with the contents of the Code of Conduct and other relevant school policies;
- Carry out such duties, including cover for absent colleagues, examination invigilation, break and lunch duties, enrichment etc. as reasonably required by the school;
- To attend all staff meetings and Inset days;
- To attend all open days, parents' evenings, chapel services, school concerts and productions, prize giving and any other meetings/events as required by the Headmaster or Deputy Headmasters;
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils;
- Carry out reasonable additional duties as required by the Headmaster or Deputy Headmasters, commensurate with the post.

Safeguarding

- Complete an Enhanced Disclosure and Barring Check (DBS);
- Complete relevant training e.g. Child Protection, Prevent;
- Promote and safeguarding the welfare of all children and young persons they are responsible for, or with whom they come into contact.

If during the course of time the duties and responsibilities detailed should change, the Job Description will be reviewed and amended in consultation with the post holder.

<u>PERSON SPECIFICATON</u>		
<u>CRITERIA</u>	Essential	Desirable
QUALIFICATIONS		
A relevant honours degree from a recognised university	X	
Evidence of recent and relevant continuing professional development	X	
PGCE/QTS		X
EXPERIENCE AND KNOWLEDGE		
Be an exceptional teacher with a love of teaching	X	
The knowledge and ability to teach the ISEB common entrance 13+/CASE syllabus and to teach scholarship level pupils	X	
Ability to employ a range of effective teaching, learning styles and assessment methods	X	
Ability to use assessment data to inform planning and set targets	X	
Innovative approach to curriculum delivery	X	
Knowledge of appropriate resources to support pupils who have a wide range of needs	X	
Knowledge of behaviour management techniques that support school, classroom, small group and individual practices	X	
Excellent planning and appropriate target setting	X	
Proficiency in ICT and the ability to utilise ICT appropriately and creatively to support and enhance learning	X	
An understanding and awareness regarding SEND		X
Knowledge and experience of 13+ processes within the independent sector		X
Working with others to develop teaching skills		X
PERSONAL AND PROFESSIONAL QUALITIES		
A passion for teaching	X	
Be an exceptional person who is fully committed to supporting pupil's achieve their potential	X	
Have a passionate commitment to the academic, personal and social development of children with additional needs, understanding and being empathetic towards their needs, concerns and challenges	X	
Have high expectations for pupils, setting realistic but challenging, engaging and inspiring lessons and activities that meet their individual needs	X	
A commitment to promoting equal opportunities to all pupils and meeting individual pupil's needs	X	
Able to promote and advocate the learning needs of pupils	X	
Ability to work in a team. Develop strong positive, supportive relationships	X	
Be a confident, effective communicator on all platforms (verbal, written) to all levels of the school community including parents, staff pupils and external agencies	X	
Excellent interpersonal skills	X	
Ability to establish effective communication and partnership working with other areas of the school	X	

Have appropriate self-confidence and inspire self confidence in others including pupils, whilst remaining considerate to the needs of others.	X	
Display energy and imagination with the pupils	X	
Be able to inspire, challenge and motivate pupils	X	
Strong organisational and time management skills	X	
Calm, warm, empathetic approach	X	
Able to work efficiently and under pressure with competing demands	X	
Resilient	X	
Self-motivated	X	
A 'can do', flexible approach	X	
Confidentiality and diplomacy, able to deal sensitively challenging situations	X	
Integrity, stamina and sound judgement	X	
Sense of humour	X	
Commitment to continuing professional development of self when opportunities arise	X	
A willingness to be fully involved in the co-curricular life of the school	X	
Be comfortable with the school's Christian ethos	X	
An understanding of the nature of independent prep-schools and of the high expectations	X	

Job Description Last Reviewed and Updated:

February 2020

AM (Deputy Headmaster – Academic)

CW (Head of English)

HW (HR and Compliance Officer)