Junior Section English / Language Arts Teacher

Job Description

March 2017 (Reviewed July 2017, to be reviewed July 2018)

**Introduction**

Working under the overall authority of the General Director, the teacher of English / Language Arts to the Junior classes is required to carry out the general professional duties of a La Garenne teacher, as detailed in the Teachers’ Handbook and in the teacher’s individual contract.

The teacher’s specific role is centred on raising standards of student performance in English, as well as monitoring, recording and supporting student progress in English.

Reporting to: The Head Teacher

**Teaching Responsibilities: English Language and Literature, Junior Section**

* To teach English Language and Literature to groups of students of all abilities in Years 7, 8 and 9.
* To ensure that all lessons are planned, with clear aims and objectives.
* To ensure that all lessons are delivered in line with schemes of work and school policies.
* To take into account the differing knowledge and ability levels of all students and to differentiate work accordingly.
* To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
* To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
* To encourage and foster intellectual curiosity.
* To deal with inappropriate behaviour quickly and effectively according to the school’s policy documents.
* To ensure that all subject matter is effectively communicated and understood by all groups of students.
* To set appropriate tasks and challenges for personal study according to the published timetable, and ensure that it is regularly marked with constructive feedback, in accordance with the school’s Marking and Assessment Policy.
* To keep careful records of student progress, in line with school policy, using the Classroom Monitor platform.
* To ensure the maintenance of accurate, up-to-date records for all classes taught.
* To use data in the analysis and evaluation of student performance.
* To identify and take appropriate action on issues arising from data and reports.
* To complete periodic school reports for all students, as outlined in the annual reporting calendar, adhering to the report-writing guidelines.
* To ensure that there is a high standard of display work in the classroom, which is changed frequently.
* To keep classrooms tidy and well organised.
* To use the e-praise system as a form of academic reward and sanction, as required.
* To attend scheduled meetings and professional development days.
* To develop English curriculum documents and resources for the Junior Classes, in line with the International Middle Years Programme (IMYP).
* To participate in events and trips linked to the English programme.
* To view, assess and comment on the English admissions tests for incoming student applicants.

**General Responsibilities**

* To continue with own personal and professional development, particularly that linked to the Teacher Appraisal programme.
* To undertake Teacher Appraisal as required by the school’s policies.
* To set appropriate work for classes in English during any periods of absence and ensure that the work is thoroughly reviewed.
* To promote teamwork amongst the Junior Section teachers and other staff members.

* To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
* To carry out the normal duties of teachers as set out in the Staff Handbook.
* To read and adhere to all procedures set out in the Staff Handbook.

* To carry out a share of the supervisory duties in accordance with normal school schedules.
* To participate in appropriate meetings with colleagues, pupils and parents.
* To carry out any other duties that may be reasonably required by the General Director or the Head Teacher.
* To enforce the school’s behaviour and uniform policies on a daily basis.

**Communication**

* To ensure effective communication and consultation with parents and carers of students.
* To liaise with other schools as appropriate.
* To write academic and character references for students moving to other schools.

**Pastoral Responsibilities**

* If required, to act as a Form Tutor and carry out all of the responsibilities linked to this role as detailed in the Staff Handbook.
* If a tutor, to monitor and support the overall progress and development of students within your Tutor Group.
* As a Class Tutor, ensure that students keep a detailed agenda for all study tasks.
* To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.

**School Ethos**

* To play a full part in the La Garenne Community; to support its ethos and to encourage all students and staff to follow this example.
* To actively promote the School’s policies at all times.
* To comply with the School’s Health and Safety Policies at all times, with particular attention to all student-safeguarding issues.
* Teachers are expected to attend the following events: End of term parties, the ski race, parent meetings and the annual visit to Europa Park. They are encouraged to support the children at other events where possible, and should be prepared to accompany children on other day or residential trips within Switzerland or beyond unless the school Direction has decided otherwise.