



Teacher of English

Job Description and Department Information

The Position

English is a key department within the school and we are looking for someone who will bring vision, drive and, above all, a sense of ambition. Prior's Field girls are keen to learn and staff are talented and dedicated. The new member of department will have plenty of opportunities to help raise the profile of the subject across the school and to introduce innovative, exciting approaches, both in and out of the classroom. The successful candidate will be required to teach English Literature to A level.

The Department

The English Department at Prior's Field is a strong and successful one with six members of staff. In the Lower School (First to Third Form), our teaching is based around a termly theme, usually including the study of a class text. These texts can be novels, such as young readers' classics or texts from the literary canon. The set texts are chosen by the classroom teacher according to the interests and abilities of the students in each class. Concurrently with these texts students explore their own writing in different forms and genres, different modes of written and spoken English, as well as the grammar and rules of English. Assessment is ongoing, with individual targets and monitoring based on the student's personal needs. We also use termly formal assessments in reading and writing.

The Curriculum

At GCSE we study the Edexcel IGCSE syllabus. Experience with this board would be preferable, but not essential. At Key Stage 5 we have embarked on a new specification with Edexcel. At both GCSE and A level, we achieve excellent results. Despite being a non-selective school, 100% of students achieve A*-C at GCSE. Regular afterschool workshops are offered as both direct support for upcoming examinations and as 'drop-ins' for girls who may need extra help and encouragement.

Co-Curricular Activities

The English Department has a very high profile at Prior's Field; we organise a number of events, trips, author visits and workshops. National Poetry Day and World Book Day are celebrated in style: to date, we have built a poetry path; started our own annual poetry slam; and have built a living willow cabin with an audio post that plays recitations of students' favourite poems. As a department we run a range of clubs including Debating and Public Speaking clubs. There is an expectation that the appointed candidate will show a willingness to contribute to the co-curricular life of the department and the wider school.

This role reports to the Head of English.

Responsibilities of this post:

- Running at least one subject specific club/activity
- Accompanying staff and pupils on day and residential English trips

Additional responsibilities of all teaching staff include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- Sharing responsibility for excellent pastoral care to which the school gives a high priority.
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies; making sure that lessons are well organised and at an appropriate level; preparing planning schedules and resources to enthuse students in their learning.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department; encouraging consolidation and providing opportunities for independent study through digital learning.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher (if appropriate).
- Participating in arrangements for preparing and assessing pupils' work for public examinations.
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- Contributing to the Department Development Plan and Budget by assisting in identifying key priorities for development.

- Keeping up to date with current and future developments within the subject, and attending courses and other relevant meetings as directed by the Heads of Department.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Contributing to the development of ICT within the department.
- Contributing to the development of co-curricular activities.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

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We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

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