



SCARBOROUGH COLLEGE

JOB DESCRIPTION

Job Title:	Lead Teacher of Prep School English	Reports to:	Head of Prep
Date Last Reviewed:	Feb 2018		

GENERAL RESPONSIBILITIES

- To set high personal and professional standards in teaching, conduct, presentation and punctuality.
- To take a share in the general responsibilities of running the school and supervision of pupils, by carrying out duties in accordance with published schedules.
- To undertake the role of Form Tutor as and when required and carry out all duties and connected responsibilities including taking registers in accordance with regulatory requirements and following up on all pastoral and academic concerns for individual pupils in the form.
- To be aware of the school's policy statements and to comply with their recommendations and procedures.
- To support the College's commitment to safeguarding and promoting the welfare of children and young people at the school.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To read daily notices and attend staff briefings and other staff meetings and act upon information or arrangements.
- To attend assemblies.
- To attend the Parents' Meetings and Open Days for relevant year groups.
- To supervise and, when possible, teach any pupils whose teacher is not available to teach them.
- To participate in and co-operate with, the school's arrangements for the professional development of teacher performance.
- To demonstrate an interest in continuing professional development and educational developments.
- To communicate effectively in meetings with colleagues, parents, etc.

TEACHING RESPONSIBILITIES

- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons.
- To follow structured schemes of work which ensure continuity and progression from KS1 to KS2 and from KS2 to KS3.
- To assist within the development of, and the planning within, the senior school English department.
- To keep a check on absentees and follow up as appropriate.
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs and IEPs as appropriate.
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning.
- To promote and maintain an environment where pupils feel safe and able to learn.
- To set and mark homework in accordance with school and departmental policy.
- To monitor pupils' performance and notify the Head of Prep regarding those who persistently fail to meet deadlines or targets.
- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons.
- To keep records of pupils' progress and be prepared to discuss individual progress with relevant staff.
- To write reports on pupils' progress and provide grades in keeping with the school's Assessment, Recording and Reporting Policy by the required deadline.
- To prepare comments for references as requested.
- To set and mark internal examinations. To invigilate such examinations as required.

TEACHING RESPONSIBILITIES – CONTINUED

- To regularly contribute to extra-curricular activities, e.g. competitions, concerts, productions, visits (see below)
- To prepare for and assist with Open Days, Prizegiving and other major school occasions
- To ensure that care is taken of departmental resources and ensure classrooms are tidy, with appropriate displays.
- To ensure that the classroom is a safe environment in which to work.

RESPONSIBILITIES SPECIFIC TO THE LEAD TEACHER ROLE

- To lead on the planning, delivery and development of English within the Prep School
- To ensure all pupils' performances in English are tracked and monitored over time
- To arrange and contribute to intervention strategies for those underperforming in English
- To lead on in-house professional development for Prep School staff in regard to English
- To liaise with the College's librarian in regard to the Prep School library, the Reading Cloud and publications/texts/other media which may support the learning of English
- To promote the study and enjoyment of English within classes and within the College as a whole.
- To organise and accompany enrichment trips or exchanges.
- To liaise, as necessary, with both SEN teachers and EAL teachers regarding the delivery of English to individual pupils
- To create, review and update an annual Prep School English Development Plan
- To meet with the Head of Prep regularly, and whenever necessary, over matters related to the subject

HOURS OF WORK

During College terms the post-holder will work all College hours while the College is in session and at any other time (including during College holidays, at weekends and before and after the College's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmaster for the proper performance of their duties and according to the normal practice of an independent boarding school.

EXTRA CURRICULAR AND ADDITIONAL DUTIES

In keeping with normal practice in independent boarding schools, all non-resident teaching staff will, in addition to any teaching responsibilities, put their skills and talents at the disposal of the College for the benefit of the children in the following ways:

- To contribute to the extra-curricular provision including supervising and leading school clubs or activities at lunchtimes and after school.
- All non-boarding teaching staff contribute to boarding activities and supervision which include occasional weekend days.
- To contribute to the programme of Saturday activities and/or sports fixtures on a regular basis.

All additional activities are greatly appreciated. In most cases, staff exceed minimum requirements of them in this domain.