



The Charles Kalms • Henry Ronson
Immanuel
College

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



The Independent Association
of Prep Schools

JOB DESCRIPTION

Job Description – TEACHER OF ENGLISH

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Teacher of English
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <ul style="list-style-type: none"> ▪ To meet, and exemplify wherever possible, all of the eight Professional Teaching Standards: <ul style="list-style-type: none"> ○ Set high expectations which inspire, motivate and challenge pupils ○ Promote good progress and outcomes by pupils ○ Demonstrate good subject and curriculum knowledge ○ Plan and teach well-structured lessons ○ Adapt teaching to respond to the strengths and needs of all pupils ○ Make accurate and productive use of assessment ○ Manage behaviour effectively to ensure a good and safe learning environment ○ Fulfil wider professional responsibilities <p>More specifically this will include:</p> <ul style="list-style-type: none"> ▪ To monitor the educational progress of all students ▪ To use performance data to evaluate student achievement outcomes and to identify areas for improvement ▪ To ensure that students with special educational needs are taught so that they receive full support and an appropriately modified curriculum experience ▪ To contribute to the review and evaluation of schemes of learning, working as part of the department, to ensure that they engage students in rigorous, appropriate and creative learning



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| | <ul style="list-style-type: none">▪ To promote and facilitate the general progress and well-being of individual students liaising with the Learning Leader and pastoral team as appropriate▪ To support the implementation of the school's Learning and Teaching policy together with all other school policies▪ To keep abreast of current developments in English teaching▪ To contribute to departmental and school planning |
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You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> ▪ Degree or equivalent ▪ Qualified Teacher Status (or willingness to work towards) 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> ▪ High class degree in English based subject. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> ▪ Experience of teaching English 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> ▪ Experience in leading extra-curricular English activities in order to raise student attainment. ▪ Experience in Sixth Form teaching desirable 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ Good ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising achievement▪ Ability as an effective classroom practitioner▪ A high level of literacy and numeracy skills▪ Good verbal and written communication skills▪ Excellent organisation skills▪ The ability to work independently and as part of a team	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ Ability to use interactive resources in lessons.▪ Ability to use assessment data to inform planning and set targets.	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ An understanding of issues related to the promotion of effective learning and teaching▪ A good knowledge and understanding of current curriculum developments▪ Knowledge of current assessment and target setting practices▪ Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none">▪ Motivation to work with children and young people▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ Emotional resilience in working with challenging behaviours▪ Positive attitude to use of authority and maintaining discipline▪ Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues▪ Ability to motivate and inspire pupils, parents / carers and Governors.▪ A high level of commitment to the school and its continuing development▪ Flexibility and the ability to balance priorities and absorb pressure	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ Commitment to take on extra-curricular responsibilities such as creative writing and public speaking / debating within the department.	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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