STOKE COLLEGE

Teacher of English and Drama (Maternity Cover)
Job Description

General

Stoke College is a small, independent day and boarding school for children aged 4-18. Situated in 25 acres of historic parkland in a rural setting, the school is an idyllic environment, which offers our pupils a wonderful start in life. We provide an exceptional learning environment where emphasis is placed on outstanding teaching and the individual progress of all children. The College is a happy, welcoming and inclusive school. Our nurturing approach places the utmost importance on each child achieving their full potential.

As representatives of the College, all staff are required to demonstrate our core values in everything they do and to strive at all times to reflect our commitment to courtesy, efficiency and continuous improvement.

We have the complete range of pupil abilities at Stoke, and a strong reputation for supporting those with specific learning difficulties. Children who receive dedicated learning support are fully integrated into the mainstream, day-to-day life of the school.

The Person

We are looking for a good honours graduate who is an excellent classroom teacher with a passion for language, literature and performance. They should be capable of helping pupils to achieve their very best.

The ability to teach with flair and imagination across the 11 – 16 age range is essential and experience of A level an advantage. Applicants should have experience of the use of ICT in teaching and learning. The post is full time.

Full time staff take on the role of form tutor and contribute to the extra-curricular life of the school, including offering regular after-school activities.

The Post

Accountability The Teacher of English and Drama is accountable to the Head of English.

Teaching and Learning

- The Teacher is responsible for all aspects of the teaching of their classes and contributes to the development of the subject;
- The Teacher is responsible for following the subject curriculum planning and schemes of learning;
- The Teacher is responsible for ensuring the frequent and appropriate assessment of pupils and students including regular use of formative assessment in line with school policy.
- The Teacher is responsible for ensuring a range of homework is regularly set and promptly marked, in line with school policy;
- The Teacher is responsible for using the subject's resources effectively, deploying teaching aids; including books, DVDs, ICT software, materials and equipment in line with the departmental development plan;
- Attending staff meetings, and school and departmental INSET.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required;
- Providing guidance and advice to pupils on educational and social matters;
- Motivating pupils to want to learn, and establishing a rapport with them conducive to learning;
- Maintain a professional standard, adhering to statutory and school requirements for Health and Safety, Risk Assessment and Safeguarding;
- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact;
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all

concerns to an appropriate person;

- Be aware of, support and ensure equal opportunities for all.

Promoting the values and ethos of the school, and actively supporting whole school improvement.

Staff

- The Teacher is responsible for ensuring they are aware of and act in line with the latest version of school policies;
- Attend regular formal departmental meetings;
- Support the Assistant Head in the allocation of staff to teaching groups and where appropriate subject setting.
- Liaise with the support staff to ensure they are aware of the preparation needed to support lessons.

Development

- The Teacher should do all they can to keep up to date with developments in their subject area, and promote their subject where appropriate via trips, lectures, visiting speakers and other appropriate means;
- The Teacher must disseminate all information from exam boards, subject organisations etc;
- Where appropriate the Teacher will attend professional conferences and meetings.

Examinations

- Be fully aware of the examination qualifications selected to follow in line with school policy and the needs of pupils;

- The Teacher is responsible for supplying accurate and prompt information to the Examinations Officer via the Head of Department, about the external examinations which are being taken by students in their subject;

- The Teacher is responsible for submitting accurate exam entries prior to deadlines;

- The Teacher is responsible for submitting forecast grade information;

- Where appropriate Teacher is responsible for ensuring that appropriate arrangements for coursework/controlled assessment are in place, including where appropriate task setting, marking, internal moderation and despatch of samples and documentation to external moderators in accordance with exam board regulations;

- The Teacher is responsible for submitting assessment data for pupil tracking systems;

- The Teacher is responsible for setting mock exam and end-of-year exam papers and regular subject assessments as required;

Extra-curricular

- Contributing to the extra-curricular life of the school with afterschool activities, support sessions and Enrichment.

The Appointment

All applicants must complete our standard application form. A statement of the personal qualities and experience that applicants believe is relevant to their suitability for the post and how they meet the person specification is required in Section 7 of the form.

In addition to a candidate's ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children. Candidates for interview will have the opportunity to meet staff and have a tour of the College.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. The School will seek references from short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview.

Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. The appointment will be subject to satisfactory outcome of a DBS enhanced disclosure.

All candidates invited to interview **must bring documents confirming any educational and professional qualifications** referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, the school will carry out such checks and confirmations as may be required in accordance with statutory guidelines. If relevant, the School will verify the right of foreign nationals to work in the UK.

All candidates invited to interview **must also bring** with them:
- A current driving license including a photograph or passport or full birth certificate
- A utility bill or statement showing their name and home address
- Where appropriate, any documentation evidencing a change of name

Applications should be sent either by email (registrar@stokecollege.co.uk) or by post to the Head at Stoke College, Stoke by Clare, Sudbury, Suffolk CO10 8JE to arrive no later than **Thursday 23rd March 2017 at midday**. Interviews will be held **week beginning 27th March.**

Frank Thompson, March 2017