



## **Lewes Old Grammar School**

### **Teacher of English**

#### **Job Description**

##### **Responsible to: Head of English**

Timetable: Full Time over a two-week timetable

Salary: Depending on Experience

Pension: Group Save Contributory Pension Scheme

#### **Introduction**

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 4 to 18 years old. The School encompasses traditional values combined with a forward approach to the education of young people, and it is proud of the family ethos and community it engenders. First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well-mannered environment together with economic fee levels. There is an extensive program of extra-curricular

activities running on Friday afternoons for Yr 7/8 and many opportunities for students to take part in music and drama activities.

Morley House caters for children from three/four years old until the age of ten, and is located in an independent building in a pleasant residential area of Lewes.

The Senior School occupies four architecturally historic buildings in the High Street of the ancient town of Lewes. Here we educate children from the age of 11, (Year 7), until 18 years of age, (Sixth Form), and always feature well in the Sussex GCSE and A Level league tables. We have an ambitious development plan for the school's facilities over the next five years.

### **Purpose of Job/Key objectives**

We require for **September 2018** a well-qualified and passionate teacher of English to join our thriving department. The successful candidate will have excellent interpersonal skills combined with the ability to motivate students, whilst retaining a sense of fun. The post would be suitable for an NQT or a more experienced teacher.

### **English Department**

If you feel that you have the qualities we are looking for and you are determined to achieve the absolute best for the students that you teach, we would be delighted to hear from you.

English at Lewes Old Grammar School is a vibrant and varied subject in which students are encouraged to develop expressive and informed communication skills. The English Department encourages students to develop a love of English both as an individual pursuit and as a collaborative activity through debate and discussion. In our classrooms, we work to ensure that each child feels valued and heard, and has a range of opportunities to express and develop creativity.

The overriding aims of our teaching in English are that all pupils will enrich their lives during and after schooldays, through an awareness and appreciation of the breadth and variety of language and literature, and will acquire and develop confidence in their reading, writing, speaking and listening skills.

The English Department comprises a creative and affable team of dedicated teachers who are keen to build on a successful record of strong results.

### **Principal Duties/Tasks and responsibilities**

- to plan and teach the pupils according to their educational needs and abilities in line with the department's schemes of work, which foster positive communication skills and encourage and develop an interest in English;

- to relate all teaching to relevant National Curriculum levels and schemes of work with a clear focus on encouraging and extending the performance skills of pupils at KS3 and KS4 and KS5;
- To teach mainly KS3 with the potential for some GCSE classes in time; A-Level classes will depend on the uptake;
- to mark positively and appropriately to ensure regular and productive feedback and keep appropriate records of lessons taught and pupils' progress;
- to share in the process of internal examination setting;
- to foster and support for the school's rules and guidelines, aims, values and ethos;
- to implement all relevant aspects of school policies e.g. reports, homework, etc;
- to develop skills to meet the needs of current educational requirements by attendance at lectures, conferences, and relevant courses as directed by the Head of Department;
- to attend departmental meetings as required;
- to cover classes as required when members of the department are absent; when other staff members are absent and to actively teach these classes if the absent member of staff is an English teacher.
- to participate in activities and events associated with the subject e.g. lectures, exhibitions, visits, clubs, societies etc. and accompanying pupils to internal and external events and competitions, as appropriate;
- to participate in relevant visits to other events in accordance with the school's policy for offsite trips;
- to participate in Sports Days, and any other appropriate event(s);
- to participate in departmental events - to liaise with form staff and the Head of Department, as appropriate, to ensure that the progress of each student in English is monitored;
- to use IT within the department to help with teaching and learning, as and when appropriate;
- to participate in the department's contribution to the extra-curricular activities

in the school related to English (specifically at lunch time and after school);

- to attend Parents' Evenings relevant to pupils taught;
- to undertake other tasks relevant to the work of the department or the needs of the school, as these may arise (e.g. to carry out duties, when asked to do so.)
- to be a form tutor with the responsibilities that this entails.

## **Person Specification**

### **Qualifications**

- Relevant honours degree;
- PGCE or equivalent;

### **Skills and Experience**

- A vision for the future of English in a leading independent school;
- Capacity to inspire pupils of high ability and enhance pupil learning;
- Proven communication and interpersonal skills;
- Empathy for pupils, parents, staff and the community;
- Committed to continual personal and professional development;
- High order organisational skills, effectively manages commitments and deadlines;
- ICT competence and willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues within school and other organisations;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Ability to motivate and encourage participation in activities and a willingness to take part in and/or organise trips and visits;
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the School;

## Further Details

The Application Forms can be downloaded from our TES microsite and are available from the school website.

Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. C.Vs will not be accepted without a completed application form.

Any queries regarding the application process should be directed to the HR Manager, [hr@logs.uk.com](mailto:hr@logs.uk.com).

Please send completed application forms to the HR Manager.

Lewes Old Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

## Interviews

Candidates will be invited to attend an interview at the School and to meet the Headmaster and HR Manager as well as the Head of English and the department.

Candidates will be asked to teach a lesson as part of the selection process.

The closing date for applications is **Wednesday 31<sup>st</sup> January 2018 at 12pm** and interviews will be on the **6<sup>th</sup> February 2018**.