# 

# **HOLMEWOOD HOUSE SCHOOL**

Job Description for English Teacher

Holmewood House is a vibrant and thriving Preparatory school on the outskirts of Tunbridge Wells.

Holmewood House is a non-selective school where, according to our recent ISI report, ‘The quality of pupils’ academic and other achievements; and the quality of pupils’ personal development’ were assessed to be excellent.

The state of the art classroom facilities are complemented by the newly opened Learning Hub. The English department is a dedicated and supportive team which prides itself on its inclusive teaching as well as its outstanding results at both Common Entrance level and Scholarship level. The extra-curricular activities provided by the English Department include debating and public speaking; these are extremely popular and are enjoyed by pupils of all abilities.

|  |  |
| --- | --- |
| **Duties and Responsibilities** | * Instil a love of learning in our pupils * Plan engaging and exciting lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils. * Assess, record and report on the development, progress and attainment of pupils in order to shape future planning. * Contribute to the decision making involved in the preparation and development of policies and schemes of work. * Communicate, consult and give effective feedback to the parents of pupils and colleagues. * Promote the well-being and general progress of individual pupils. * Participate in arrangements for preparing pupils for senior school. * Liaise with relevant departments regarding any pupils with specific learning needs or pastoral needs causing a concern. * Create vibrant and interesting displays which promote learning and celebrate achievement of individual children. * Work with the Learning Support department and make effective use of support staff within the classroom. * Differentiate the work according to individual pupil requirements. * Attend departmental and other staff meetings as requested. * Participate in arrangements for regular Professional Reviews in any scheme of staff development, as required. * Keep up to date with current educational initiatives. * To be up to date and aware of the changes in the subject content and the external pre-test and examination requirements. |
| **Monitoring and Assessment** | * Meet regularly with the members of the department to discuss individual pupil performance according to departmental assessments and in class performance. * Meet with upper school (Year 5-8) teachers bi-termly to discuss individual pupil progress. * To produce detailed reports reflecting individual pupils progress. |
| **Other Areas of Responsibility** | * Be aware of and ensure implementation of current School policies e.g. Safeguarding, Special Needs, Health and Safety. * Maintain competence in ICT skills to support up-to-date teaching, assessment and recording procedures. * Provide cover for absent teachers, supervising or teaching as necessary. * Prepare Assemblies as requested. * Attend House meetings and assemblies as required. * Share in the safeguarding of the health and safety of pupils on the school premises and when engaged in school activities elsewhere. * Attend and participate in any courses provided by, or recommended by, the school, for the teacher’s development or to address the school’s needs. * Organise and participate in extra-curricular activities at lunchtime or after school if requested. * Share in the carrying out of break, lunchtime and/or other duties as requested. |
|  | At all times, teachers are expected to promote the values and ethos of the school and meet the aims and objectives of the English Department. |

March 2018