ROEDEAN
MOIRA HOUSE

An independent 0 – 18 girls' day and boarding school in Eastbourne





The post of Teacher of English (part time)

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.
Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

Reporting to the Head of English. The role is to teach English to key stages 3-5.

- Teaching pupils across the age and ability range, producing and following schemes of work and maintaining the highest standards possible
- Implementing both School and departmental policies consistently
- Providing lesson plans following School and departmental policy
- Public examination entries, in liaison with the Head of Department and Examinations Officer
- Ensuring the effective and efficient management and organisation of learning resources and the use of IT within the curriculum
- Ensuring sufficient and appropriate practical work is done at all levels
- Liaising with the Pastoral Team in order to gather and report relevant and meaningful information about pupils
- Contributing to and providing support for development work within the department
- Monitoring and reviewing pupil performance and setting pupil performance targets, in conjunction with the Head of Department
- Preparing and supporting pupils for appropriate assessments and examinations
- Ensuring the specific needs of all pupils are considered so that learning is optimised
- Assessing, recording and reporting students' achievements in line with department and School policies and practice
- Ensuring that appropriate study is set regularly and marked
- Using accommodation including display areas, to create an effective and stimulating working environment
- Ensuring the equipment and fabric of the classroom are always organised, kept clean and are in good working order
- Assisting the Head of Department in the appropriate grouping of pupils
- Assisting with the writing and administering of internal assessments, examinations and termly reports for all year groups
- Attending regular departmental/faculty meetings where appropriate
- Keeping up-to-date with developments in education
- Participating positively in the School Performance Review scheme and using the process to develop your personal and professional effectiveness
- Attending School Inset days and staff development workshop sessions
- Undertaking such tasks, within the curriculum area, that the Head of Department might reasonably request
- Establishing resource needs for the subject area and advising the Head of Department of priorities for expenditure and monitoring the departmental budget
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.
- Liaising with Technicians and Teaching Assistants to ensure the effective use of resources.

Pastoral & Communication

- Undertaking pastoral responsibilities and duties within the School each term
- Offering support for the School's activity programme each term
- Attending parents' evenings and other meetings with parents/guardians as and when arranged
- Attending or supporting School events, Founder's Day and functions as agreed
- Supporting the School in the recruitment of new pupils and attending School Open Mornings as required
- Preserving and fostering the good name of the school in all dealings with the wider public
- Undertaking weekly boarding duties

General

- Ensuring that all preparations are made to start the beginning of each term effectively
- Undertaking duties and offering activities on a pro rata basis
- Contribute to whole School and departmental meetings and planning
- Comply with all whole School policies and procedures
- Promote equal opportunities for all parties
- Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Head of School from time to time
- Following the Teacher Standards

Person Specification

- Specialist Teacher of English with a good honours degree
- The ability to teach another subject would be an advantage
- Much administrative work is computer based and a good level of ICT is necessary. All school reports and grades are written onto the School's Information Management System.
- An enthusiastic, committed and motivated contributor to the wider activities of the department.
- An individual who is able to work independently as well as in a supportive team.
- Statutory NQT induction is provided.

Package

Salary: Appropriate point on Roedean Moira House Teaching Scale.

Other benefits include:

- Teachers' Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application and return it to recruitment@moirahouse.co.uk or via post to Sarah King, Head of HR, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is 9am, Thursday 15 March 2018.