

WELLINGTON  
COLLEGE



## Job Description

<b>Job Title:</b>	Postgraduate Teacher
<b>Date:</b>	September 2017
<b>Department:</b>	English
<b>Reports To:</b>	Head of English
<b>Responsible For:</b>	The successful delivery of the English curriculum, Year 9 – 13, and related co-curricular and enrichment

### Purpose of the Position:

To fulfil the teaching requirements as directed by the Head of Department, according to the overall aims of the school.

To offer support to the learning, pastoral and co-curricular needs of individual students through the school's pastoral policy and core values.

### Departmental Information

The English Department is one of the largest and most successful at Wellington. There are currently fifteen highly committed teachers who strive for excellence, enjoying a range of traditional and progressive methodology and contributing to the academic life of the College. English Literature is a popular choice in the 6<sup>th</sup> Form, for both A Level and the IB Diploma Programme, with pupil numbers ranging between 180-197 in each year.

The Department is located in a recently opened, state-of-the-art building (shared with Philosophy, Religion, Wellbeing and Psychology), featuring 12 bright English classrooms with adaptive furniture and writeable walls - including two classrooms set up for Harkness teaching and a departmental library, the *Dr Joanna Seldon Reading Room*. The building is air-conditioned and the IT provision is fully wireless.

Our enrichment programmed includes The Literary Society, which strives to accommodate events that extend our keenest students, often by collaborating with other outside speakers, and other academic departments - notably History and MFL. We have a Creative Writing group and a magazine for showcasing academic writing. Our pupils participate successfully in external and internal creative writing competitions, attend academic lectures on site or in London, as well as contributing impressively to College Debating and to drama productions of a professional standard.

### Curriculum

In the Upper School, we offer the reformed Edexcel Literature A Level and the IB Literature Higher and Standard Level courses, but also the exciting IB Literature and Performance course.

In the Lower School, our Year 9 (Third Form) pupils follow a bespoke curriculum that prepares them for the new Edexcel GCSE Language and Literature qualifications and beyond.

Most significantly, we are a happy and cohesive Department, pioneering an engaged and engaging approach to English which is open, discursive and scholarly. As teachers, we collaborate and strive to stretch ourselves as subject specialists, as classroom practitioners and as avid readers. Our pupils should feel supported and challenged from the moment they step into one of our lessons. Our results are excellent, the fruit of the thoroughness, dedication and enthusiasm of all colleagues.

### Main Tasks and Responsibilities:

In addition to the general duties of a teacher at Wellington (see Purpose of the Position), the post holder is expected to:

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- teach across the full age range from year 9 to year 13
- teach a standard postgrad timetable allocation (currently around 18-24 lessons of 60 minutes in a twelve day timetable cycle)
- play a role in the extra-curricular life of the Department, including contributing to: off-timetable workshops, extension programmes, pre-university seminars, competitions, etc.
- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all College policies and procedures

## **Beyond the Classroom**

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community.

The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends, including: sport, social events, Chapel services, musical rehearsals and many other things.

## **Person Specification:**

### **Educational Attainment**

- Good level degree in a directly related subject (essential)
- Master's or Post Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent
- 8+ GCSE A\*-C (English and Maths essential) or equivalent

### **Knowledge and Experience**

#### **Essential**

- Excellent understanding and demonstrably skilful knowledge of English Literature and of English as an academic subject
- Involvement in extra-curricular activities (professional, amateur or voluntary)

#### **Desirable**

- Knowledge of literature from other cultures
- Teaching experience of any type
- Awareness of Safeguarding requirements and good practice within a boarding school setting
- Good level of IT literacy

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### **Skills and Personal Qualities**

We recognise that a postgrad teacher will not yet have these qualities. Therefore we are looking for someone with the character, personality, 'teachability' and ambition to learn and develop these whilst undertaking the role.

Teacher qualities:

- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines
- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal, continuous, professional development
- display a smart and professional appearance, representing the College in a positive manner

### **Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College's Statement of General Policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.