

JOB DESCRIPTION

English Teacher

Job Title: English Teacher

Responsible to: Head of English Department

Professional Responsibilities:

- Support the British School in Colombo in its aims and objectives
- Promote the academic ethos and life of the school
- Support the pastoral welfare of students
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment

TASKS AND DUTIES:

(i) Teaching and Learning

- Carry out teaching duties as required and in accordance with the school's schemes of work, National Curriculum guidelines and Examination Board Specifications
- Preparation of Medium and Short-Term plans in collaboration with other members of the department
- Work with assistant teachers, EAL and SEN teachers, planning for differentiation
- Providing a stimulating working environment in the classroom
- Teach according to the educational needs of the pupils assigned to him/her, including setting and marking work considered desirable for pupils' best performance and progress
- Seek to motivate and support students to reach their full potential
- Demonstrate exemplary classroom practice
- Expand one's knowledge understanding and skills by keeping abreast of relevant educational developments
- Maintaining order and good discipline among students and safeguarding their health and safety
- Follow standard School Policies
- Work with parents to enable them to understand the teaching programme, student assessment and how to help their children progress

(ii) Assessment and Reporting

- Making regular assessments of students' attainment and progress
- Keeping records of student progress
- Setting and marking internal examinations
- Writing reports on students' attainment and progress
- Attending parent-teacher conferences to discuss student progress with parents
- Providing written reports on students on request

(iii) Professional Development

- Periodically reviewing programmes of work and methods of teaching
- Attending courses to develop professional skills
- Attending departmental meetings

(iv) Staff Meetings

- Attending staff meetings to discuss curriculum, pastoral and other matters

(v) Cover

- Supervising the class of a colleague on short-term absence

(vi) Pastoral Care

- Being actively involved in promoting the well-being of students
- Providing a role model for students in terms of personal standards of conduct, appearance and punctuality
- Reporting and academic or behavioural problems to the Head of Department or Key Stage Coordinator
- Maintaining effective relationships with parents
- Supporting school events
- Sharing in pastoral duties including supervision and House duties

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended from time to time.