



Job title:	Teacher of English
Reports to:	Head of English
Responsible For:	N/A
Hours:	Full Time: M: 8.15am – 5.30pm T: - Friday: 8.15am – 4.15pm but one night Monday to Thursday will have prep until 8.15pm
Salary:	MPS/UPS with Queen Ethelburga's Salary Enhancement

Job purpose

The postholder will join the department at an exciting time, as super-curricular opportunities are being developed alongside the academic curriculum, providing career development and varied responsibilities. In addition, the opportunity for a departmental management role may be possible for the right candidate.

The postholder will provide outstanding teaching, maintaining the high standards of the Collegiate. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

The English Department

The English Department has a range of academic teaching from Years 6-13 covering English Language and Literature.

The Department is based in a custom designed suite of rooms with access to computers in each room. Each classroom has a whiteboard, computer, projector and TV. The department has also created extensive electronic resources that can be accessed and shared by staff and students – the emphasis is very much on team work in developing the learning of the students. Friendly, supportive and innovative, the department enjoys considerable success in examinations at GCSE and A level. Students are prepared for examinations in Edexcel GCSE Language and Literature, AQA A Level English Language and AQA A Level English Literature, IELTS General.

Expectations

There are 30 x 60 min lessons per week of which 23 are timetabled. Staff contribute to duties and run an after-school activity. Supervision of an evening prep session until 8.10pm is required on one evening each week. Support for weekend trips on 2 occasions each year and attendance at



Open Days is also required. There is no Saturday morning school and we teach for 34 weeks of the academic year.

Your duties and responsibilities are as follows:

Support for pupils

- Utilise specialist skills, training and experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom and the Collegiate environment
- Support pupils consistently, recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others, and engage all pupils in activities
- Promote good behaviour and management of relationships with peers and staff
- Provide feedback to pupils in relation to progress and achievement
- Provide formative oral and written assessments through marking, prep and other forms of feedback, using this to inform
- Keep records of progress in the form of formal assessments and reports on the development, progress and attainment of students, as individuals and as groups of students to line managers and parents

Teaching

- Establish an appropriate learning environment. Maintain good order and discipline amongst the students, safeguarding their health and safety.
- Help to develop resources for the department
- Lesson planning, evaluating and adjusting lessons/work plans/schemes of work as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the Heads of School/Year
- Undertake marking of pupils' work and accurately record achievement / progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests
- Communicate and consult with parents, outside bodies, etc, as directed by the Heads of School/Year
- Provide guidance and advice on educational matters and on further education and careers



Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, ability to differentiate materials
- Review teaching methods and programmes of work as necessary
- Participate in training and professional development as required

Support for the Collegiate

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Carry out duties on a rota basis and one evening duty each week
- Contribute to the overall ethos/work/aims of the Collegiate.
- Organise and deliver an extra-curricular activity
- Attend and participate in regular meetings, inset and directed time
- Participate in training and other learning activities as required
- Supervise pupils on visits, trips and out of Collegiate activities as required
- Promote the Collegiate and its pupils positively at all times

Benefits

- Competitive salary, paid according to qualifications and experience and from within the current national pay scales. Queen Ethelburga's also offers a salary enhancement scheme for staff after a one-year qualifying period.
- All academic staff are enrolled in the Teachers' Pension Scheme
- Free staff gym
- Annual family summer barbecue
- Annual black-tie Christmas Ball for staff and a guest
- Subsidised school fees for staff children

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 Collegiate's Child Protection Policy and Staff Code of Conduct 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 Collegiate s/he must report any concerns to the Collegiate's Designated Safeguarding Lead.