

**JOB DESCRIPTION**

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| JOB TITLE: | Prep (Upper KS3) Teacher - English Specialist  |
| SALARY RANGE (Hallfield): | £26,243 - £41,379 (depending on experience and qualifications) |
| REPORTING TO: | Deputy Head (Head of Prep) & Director of Studies |

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| Ethos |

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that in your role as a teacher you will contribute cheerfully to the life and work of the school in a positive and enthusiastic manner.

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| Job Purpose |

Hallfield School is one of the country’s premier day coeducational prep schools and enjoys an outstanding reputation. The post of Prep Teacher / English Specialist requires the teaching of pupils from Year 5 to Year 8. There are three Forms from Year 3 to Year 6. There is a single Year 7 Form and a single Year 8 Form. The post holder has the key task of teaching English plus a second subject to Prep children, reporting to the Head of English and Director of Studies.

If required, the post holder should be willing to undertake the duties of a Form Teacher for a Prep Form.

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| Strategic Direction and Development of the Curriculum Area |

* To develop, promote and ensure implementation of a whole school policy for the specific curriculum area listed in conjunction with the Director of Studies.
* To follow and adapt schemes of work, half term plans, action plans as and when necessary to develop the curriculum area in relation to:
	+ resources,
	+ staff professional development requirement,
	+ the aims of the school, policies and practices (including the School Development Plan),
	+ targets for realistic and challenging improvements.
	+ preparation for ISI inspections
* To monitor the progress made towards achieving the curriculum action plans and use this information to plan for future development.

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| Teaching and Learning  |

* To inspire and enthuse pupils to learn English and apply it across the curriculum.
* To plan and monitor development of your curriculum area (with guidance from the Head of English / Director of Studies).
* To keep the curriculum under review to ensure it challenges and motivates the pupils, meets their changing needs and prepares them for entry to selective schools at age 11 and 13.
* To cater for the full range of pupils’ needs and abilities, catering for those who need extra support (liaising with the Head of Learning Support) and those who may be identified Gifted and Talented in English.
* To evaluate the teaching and learning of the curriculum and the pupils’ achievements in respect to it.
* To keep up to date with current and evolving best practice in the teaching of English.

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| Efficient and Effective Deployment of Resources |

* To establish curriculum area requirements – having consulted and liaised with all relevant staff – (action plan, its review and budget requests) and inform the Director of Studies of costs and priorities. Distribute resources to meet the objectives of the school.
* To ensure efficient and effective management of all curriculum resources.
* To ensure a stimulating but safe working environment in which risks are regularly assessed.

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| Other Professional Requirements |

* To develop your subject in school by initiating curriculum meetings; organising visits; monitoring displays.
* To organise relevant curriculum orientated out of school trips and visits to include all necessary risk assessments.
* To keep a subject portfolio to record the development of the subject.
* To be involved in book trawls and lesson observations to monitor teaching and learning in subject.
* To review subject policy and subject schemes of work.
* To be aware of the need to take responsibility of own professional development (appraisal target).
* To develop your subject by attending relevant INSET for subject.
* To encourage relevant staff to attend curriculum related courses to help them develop their expertise.
* To be prepared to contribute to INSET as required by the Head Master, Deputy Heads or Director of Studies.
* To attend Heads of Year / Staff Meetings as directed.
* To liaise and co-ordinate meetings throughout the whole school supporting and inspiring colleagues.
* To develop links/partnerships with other schools/the wider community, especially feeder.

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| General Responsibilities |

* To be supportive of the school’s ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
* Work with the Head Master in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
* To promote the agreed vision and aims of the school.
* To apply the school’s policies consistently.
* To attend staff meetings when required.
* To attend year group meetings when required.
* To attend and lead assemblies when required.
* To attend parents’ evenings when required.
* To contribute to the extra-curricular provision of the school.
* To support the wider life of the school attending open days and other school events.
* To undertake duties, as allocated on a rota, but these will include playground supervision, lunch supervision and after-school care supervision.
* **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with Hallfield School’s ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
* **Freedom of Information Act and Data Protection Act -** The post holder is required to comply with the above legislation and maintain awareness of the school’s policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
* **Equality and Diversity -** The post holder will be required to comply with and maintain awareness of Hallfield School’s policies relating to Equality and Diversity.
* **Health and Safety -** The post holder must at all times carry out his/ her responsibilities with due regard to Hallfield School’s policy, organisation and arrangements for Health and Safety at Work.
* **Flexibility -** All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

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| **Signed:** |  | *Head Master* |
| **Date:** |  |  |
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| **Signed:** |  | *Post holder* |
| **Date:** |  |  |