

Teacher of English part time

The Role

The Teacher of English will be required to teach up to A Level to promote pupils' engagement with the subject both within the curriculum and beyond. The successful applicant therefore will be highly motivated, enthusiastic and innovative and be committed to high academic standards as well as being able to communicate to young people an enthusiasm for the subject.

The English teachers are enthusiastic about their subject and are involved in curriculum development and improving assessment. They have the ability to inspire and support pupils to achieve their best through GCSE and A Level.

Many pupils choose to study English at A Level and a significant part of the role will be to support them in achieving their goals.



Teacher of English

Job Description

Reporting to Head of English

Main Purpose

1. To be contribute to the teaching of English to A Level.
2. To be responsible for the attendance and achievement/assessment/progress of all pupils taught and to liaise with the Head of Department.
3. To report to parents/guardians on student progress in line with Embley policy.
4. To attend Parent Meetings.
5. To demonstrate good classroom management and organisational skills at all times.
6. To interest, inspire and motivate pupils through English activities.

Roles & Responsibilities

Teaching and Learning:

- Teach English across the ability range at GCSE and A Level and ensure appropriate resource material is used in all lessons.
- Contribute to the departmental schemes of work and coursework/controlled assessments and moderation, and the upkeep and updating of curriculum resources.
- Ensure that all activities in lessons comply with Health and Safety regulations and that all the necessary precautions are taken.
- Keep up to date with national developments and current trends in the subject area and teaching practice and methodology
- Keep full records of attendance and achievement/assessment/progress of all pupils taught.

Communications and Liaison:

- Ensure you are familiar with the departmental aims and objectives
- Ensure effective communication/consultation as appropriate with the parents of students, contributing to events designed to advise students about the curriculum and future career paths.
- Attend departmental meetings and other school meetings and events as required.
- Assist with the organisation of trips to further academic progress.
- Attend INSET meetings and courses as required.

Pastoral:

- Support the overall progress and development of students within the department.
- Act as a Form tutor and carry out the duties with that role as outlined in the Staff Handbook
- Contribute to the pastoral system according to school policy.
- Ensure the behaviour management system is implemented in the department so that effective learning can take place.
- Liaise with the Heads of Year and or Pastoral Leader as appropriate on pastoral matters. Record pastoral concerns as directed.
- Engender, by example and practice, an enthusiasm for the subject

Other Responsibilities:

- Work as part of the whole school team, playing a full part in the life of the school community.
- Contribute to the co-curriculum programme
- Undertake supervision (lunchtime/break time) duties as required.
- Any other duties as deemed appropriate by the Headmaster.

Professional Development

- Actively seek out opportunities for continuing professional development and training.
- Develop skills in line with wider developments within the school and participate in training schemes to keep abreast of research in the field of education and up-to-date with appropriate publications.
- All employees of Embley take part in an annual performance management and appraisal system

It is the nature of the work of Embley that tasks and responsibilities are, in many circumstances, unpredictable and varied. This job description is not necessarily a comprehensive definition of the post. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

The job description will be reviewed once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.