



Teacher of ENGLISH – JOB DESCRIPTION

Start from Aug. 2018

Reports to: Head of English

Wellington College is committed to providing world-class educational opportunities in the city of Tianjin. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

I General Role Description:

A well-qualified teacher of English, with at least two years' experience of teaching at Senior / High School level (UK Key Stages 3-5 or equivalent).

Key Responsibilities: Teach English Language and Literature within the English department.

Curriculum: To work with the Head of English and other staff on the development of schemes of work, helping to build opportunities for:

- Ensuring progression
- Active learning
- Assessment for learning
- Meeting the needs of all learners
- ICT
- Enrichment and external links

Learning:

- To maintain up-to-date records of student progress across all aspects of performance
- To ensure that your students make good or outstanding progress in English
- To deal effectively with behaviour, attendance and punctuality issues

Assessment:

- To carry out the regular assessment and marking of students' work, according to the departmental and whole school assessment and marking policy
- To keep records of student attainment and progress
- To monitor student achievement against school and national data at individual student and teaching group level, and to take action to improve achievement and combat identified under achievement
- To carry out assessment and feedback

Guidance & Welfare:

Where appropriate, act as a form tutor, fulfilling the following functions:

To take overall responsibility for monitoring tutees' academic and wider progress and development, acting in line with school policies in this area;

To review progress and support students in target setting and action planning;

To ensure that all students are valued and treated according to the aims of the school.

2 Knowledge, Experience and Profile

Required Qualifications / Skills:

- A relevant degree (BA) and professional teaching qualification is essential
- A passion for English and the ability to share this with as wide a range of students as possible
- Excellent subject knowledge and an interest in current developments in English
- Fluency in written and spoken English to enable effective communication with students and in working relationships
- Knowledge of A-level/GCSE/IGCSE curricula, their delivery and assessment is desirable
- The desire to put the wellbeing each student at the heart of what they do and can demonstrate how they will support the development of the school's eight aptitudes.
- Excellent inter-personal skills
- Honesty, integrity, compassion, flexibility and a good sense of humour
- Strong organizational, self-management and problem-solving skills

Desirable Qualifications / Skills:

- Experience teaching A-level (or equivalent) in your subject specialism
- Experience teaching the Cambridge International Examinations IGCSE English
- Experience using ICT (or a VLE) to enrich students learning
- Experience teaching and mentoring EAL students

Important Note:

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.