

JOB DESCRIPTION

Teacher

NAME: XXXXXX

POST: English Teacher

RELATIONSHIPS:

The post holder is accountable to the Head of English in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

MAIN DUTIES & RESPONSIBILITIES:

1 Professional Duties

The following duties shall be deemed to be included in the professional duties that you may be required to perform:

1.1 Teaching

- 1.1.1** planning and preparing courses and lessons;
- 1.1.2** teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils;
- 1.1.3** assessing, recording and reporting on the development, progress and attainment of pupils;

1.2 Other Activities

- 1.2.1** promoting the general progress and well-being of pupils and any class or group of pupils assigned to you;
- 1.2.2** providing guidance and advice to pupils on educational and social matters;
- 1.2.3** making relevant records and reports;
- 1.2.4** making records of and reports on the personal and social needs of pupils;
- 1.2.5** communicating and consulting with the parents of pupils;
- 1.2.6** communicating and co-operating with persons or bodies outside the School as appropriate;

1.2.7 participating in meetings arranged for any of the purposes described above;

1.2.8 participating in the running of after school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require both inside and outside of the United Kingdom;

1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

1.4 Appraisal

participating in any arrangements for the appraisal of your performance and that of other teachers;

1.5 Review: Further Training and Development

1.5.1 reviewing from time to time your methods of teaching and programmes of work;

1.5.2 participating in arrangements for your further training and professional development as a teacher;

1.6 Educational Methods

advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

1.7 Discipline, Health and Safety

maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;

1.8 Staff Meetings

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;

1.9 Cover

supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

1.10 Public Examinations

participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

1.11 Administration

1.11.1 participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material;

1.11.2 attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

ADDITIONAL DUTIES SPECIFIC TO POST:

- To offer some departmentally-based contribution to the extra-curricular life of the school, possibly in debating, reading group or similar activities.
- To organise and lead various extra-curricular activities to maintain the English Department's involvement in initiatives such as the Scholars' and Alpinists' programmes, and the Elizabeth Godolphin Award.
- To participate and help in organising events such as the annual National Poetry Day celebration, World Book Day and biannual Godolphin Literary Festival, encouraging entrants to enter local and national competitions, including Youth Speaks
- Organising department-led inter-house events such as the debating competition in the summer term.
- To take on the role of a tutor with pastoral responsibility, attached to one of the three competitive houses, and to fulfil other requirements such as prep duty on a rota basis.

GENERAL:

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Senior Deputy Head at the earliest opportunity.

- To be responsible for complying with health and safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION:

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

NB Every subject teacher is normally expected to undertake tutorial responsibilities.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

Signed: **Date:**

Post Holder

Signed: **Date:**

Head

One copy to be retained by member of staff and one kept on the employee's file.

Godolphin School Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Students Following the latest Safeguarding Children Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.



DEPARTMENT OVERVIEW

The English Department currently consists of both full and part time staff. The majority of English Department members have their own teaching room in the main school building, and the English office for administration and planning.

First Years (Year Sevens) are allocated to sets (or 'divs' in Godolphin terminology) following their successful entrance examination results, however these are continually reviewed following regular assessment throughout Key Stages 3 and 4. There are usually three to four divs per year group. English Literature is taught at A-level, each being divided between two teachers. First through to Fifth Year classes have five or six 65 minute lessons per two week cycle, and the Sixth Form (Language and Literature) are allocated ten.

The Department currently follows the Cambridge IGCSE specification for English Language and AQA English Literature (the vast majority of students do both subjects). The Sixth Form are following the OCR syllabus in Literature.

In addition to classroom teaching, the English Department is involved in an array of extra-curricular activities, a selection of which are listed below:

National Poetry Day	Creative Writing Club
World Book Day	Film Society
The Godolphin Literary Festival	Scholars' Lectures
Inter-house Public Speaking	Theatre Trips
Inter-house Creative Writing	Poetry by Heart Competition

PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	1. Degree level Education	2. Qualified Teacher Status	Application Form Original Certificates
Work Experience	3. Previous teaching or training experience in a secondary setting		Application Form References
Communication Skills	4. Excellent communication skills, particularly written English	7. Liaising with parents and professional agencies	Application Form Person Specification Statement

	5. Accuracy and attention to detail 6. Excellent telephone and online communication skills	8. Verbal communication with students	Lesson observation
IT Skills	9. Excellent all round IT skills 10. Ability to work with all MS Office applications	11. Use of SchoolBase or other MIS 12. MS Teams and OneNote experience	Application Form Lesson Observation
Personal Qualities or Skills	13. Good organisational skills, able to manage a range of competing demands 14. Proactive, able to think laterally when required 15. Adaptable and flexible 16. Positive team player	17. Good sense of humour	Application Form