



Applications are invited for the post of
Teacher of English

Information Pack
Starting September 2017

C H A R T E R H O U S E

Contents

3	The Charterhouse English Department
4	The Role – Overall Purpose and Responsibilities
7	The Person Specification



English at Charterhouse

All boys in the Under School (Years 9-11) take the Edexcel IGCSE in English Language – around 125 candidates per year. We follow our own internally-examined course in literature, which leads to the award of the Charterhouse Literature Certificate (recognised by UCAS); the course covers a broader and richer diet of literature than that at GCSE, allowing teachers to choose texts which they feel will inspire their pupils. There are six teaching groups in each Under School year.

Typically, 40-50 pupils take English Literature in the final two years, following the CIE Pre-U course which allows great teaching flexibility and encourages a rigorous and wide-ranging approach. All pupils who take the IB Diploma Programme must study English at either Higher or Standard Level; the course fosters an approach to literature that is internationally-minded and culturally sensitive, whilst also building the skills of oral and written analysis in response to a diverse range of challenging texts. Both the CIE Pre-U and IB Diploma Programme courses are terminally assessed.

There is also much extra-curricular activity in the subject, including creative writing, public speaking and play-reading societies, and Under School and Specialist reading groups. There is an annual Recitation Competition, a programme of visiting speakers and writers, and frequent excursions to the theatre. There is also a long and established tradition of rigorous Oxbridge preparation within the department.

There are currently nine full-time members of staff and the Department is committed to academic excellence and to innovative and creative teaching. English teachers are encouraged to develop their own teaching methods, materials and specialised interests within a disciplined academic framework.



The Role – Overall Purpose

A Teacher of English at Charterhouse is responsible, through the Head of English, in turn, to the Deputy Headmaster (Academic) and, ultimately, to the Headmaster for the academic performance, organisation and administration of the teaching of English to pupils according to a set timetable and curriculum. Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society.

The successful candidate will be accountable to the Head of English, and thence to the Headmaster, for the quality, success and development of his/her teaching, all routine activities throughout the working week and providing feedback on any pupil, staff or organisational issues; and for external examination results.

They will have an enthusiasm for the subject and for teaching. Upon joining the department they will take responsibility for a number of classes across the age- and ability-range of the pupils in the School. He or she should expect to, and be expected to:

Curriculum

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week.
- Set and mark work in accordance with School and department policies.
- Support the specific targets of the School Development Plan through the implementation of the departmental development plan.
- Monitor national and international curriculum developments and keeping members of the department informed as appropriate.
- Draw up Schemes of Work, including opportunities for stretching the most able, SEN considerations and the setting of Banco (prep) and regular testing.
- Deliver coursework and controlled assessments for chosen syllabuses, ensuring it is conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted to the examination board on time.
- Maintain accurate records of pupils' attainment and academic progress.
- Order, issue and ensure return of department materials and other subject-specific materials required by pupils.
- Provide Calling Over and Attainment & Effort grades to the Master of the Under School and the Master of the Specialists as required.
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Headmaster (Academic).

Rooms and Resources

- Ensure that departmental areas provide a stimulating and attractive learning environment which project a positive image of the department.
- Ensure classrooms and associated areas are secure, safe, and orderly for pupils.
- Order and maintain any equipment and materials for use within the department with the authorisation of the Head of English.
- Be aware of and ensure compliance with all Health and Safety requirements.
- Assist in the development, delivery and supervision of academic enrichment activities such as extra-curricular projects and subject-related societies.

Communication

- Write reports on pupils as required.
- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks.
- Maintain up-to-date written documentation of such monitoring.
- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and parents' briefings.
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face).
- Liaise with other staff as necessary and following protocols over pupils who decide to change their option subjects.
- Actively participate in the promotion of the School eg on open days.

Departmental Handbook

- Contribute and assist the Head of English to keep up-to-date the on-line departmental handbook. This handbook is kept on the School's intranet site (Greyhound); and regular updates should be made at least annually.

Professional Development

- Show evidence of and a continuing interest in professional and personal development.
- Participate in the Brooke Hall Professional Development (appraisal) system.
- Provide support and guidance to colleagues in the department for the maintenance of good order and discipline.
- Ensure that lessons are covered and work is set when absent, in conjunction with the Head of English.
- Share resources and 'best practice' with the rest of the department.

Additional Responsibilities

- Be available to cover for absences both inside and outside the department as reasonably required by the Head of Department and/or the Second Master.
- Assist the Head of Department with the marking of scholarship, Common Entrance and other entrance examinations as required.
- Act as a Tutor, within the School's vertical tutoring system, to a number of pupils attached to the same House
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.

Safeguarding

The jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.



Person Specification

Qualifications

ESSENTIAL

- a good Honours degree relevant to the teaching aspects of the role

DESIRABLE

- a recognised teaching qualification, such as a PGCE

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record of achievement in:

- demonstrating and sharing a knowledge of English, with an intuitive awareness of classroom management skills and an appropriate rapport with pupils
- being able to understand and demonstrate outstanding teaching ability
- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes
- working with others to achieve goals by negotiating and allocating tasks
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- communicating concepts in English articulately, positively and sensitively to pupils of different ability and age, developing a working relationship of mutual trust and respect
- being able to design every lesson individually, to a high standard, conforming to the scheme of work laid out in the department's working document.

Personal Competencies / Skills

- capable of turning a vision into results
- high levels of literacy
- ability to inspire and motivate others through verbal and written communications
- good time management skills; superb organisation
- proactivity and assertion
- patience and enjoyment of attention to detail
- ability to use initiative
- enthusiasm and confidence
- willingness to accept that the role will require a significant amount of work outside 'normal hours'
- a genuine desire to contribute to the wider life of the School, with the ability, skills and experience to contribute to the School's extra-curricular activities
- possession of keyboard skills and an ability to demonstrate a working knowledge of *Microsoft Office*, or equivalent, and constructive use of other technology

- ability to use an appropriate range of resources and strategies in teaching, to facilitate good learning
- ability to organise and manage time effectively to meet the demands of the teaching week
- awareness of different pupils' educational needs and able to direct teaching and learning appropriately.

Applications

Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

headmaster_hr@charterhouse.org.uk

**Closing date for applications is:
12 noon on Friday 10 February 2017**



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