

ENGLISH TEACHER JOB DESCRIPTION

Job Title :	English Teacher
Line Manager:	Head of English Faculty

Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department.

Duties and Responsibilities

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a school culture which is positive, purposeful and professional
- Support and motivate students, teachers and other school employees
- Encourage consultation, review and improvement

Responsibilities in the Classroom

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider work load
- Assess student's work accurately and regularly, giving thoughtful and meaningful feedback
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress

Administrative Responsibilities

- Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion
- Improve, update and maintain materials and resources as needed
- Complete written assessments and reports according to guidelines and deadlines

Responsibilities to Parents

- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary

Responsibilities to the department and School

- Participate positively in departmental meetings, follow policies and generally contributing to the effective and efficient running of the department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in, and contribute to, INSET activities offered in the department and by the School
- Enthusiastically contribute to cross-curricular links and initiatives, and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an ongoing process of professional development
- Keep up to date with developments in the Subject, and in education generally

Other Responsibilities

- Plus any duties that the Head Master deems necessary for the effective operation of the School

Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (Plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extra-curricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

ENGLISH TEACHER JOB SPECIFICATION

About the Faculty

The English Faculty is a successful, collegiate team, focussed on stretching and challenging both the students and staff professionally. Students take a wide range of qualifications including English First Language, English Literature and English as a Second Language and achieve highly in the subject. The members of the faculty come from a range of teaching backgrounds which contributes to a stimulating mix of ideas and influences.

About the Curriculum

The English curriculum is divided into two distinct streams. The core English curriculum focuses on language skills through the Prep Phase (years 6-8) and Shell (Year 9) in order to prepare students for IGCSEs in English as a Second Language and English First Language. Students pursue differentiated versions of this curriculum depending on their ability. Students also study a range of challenging literature through the Prep Phase and Shell, preparing them for the IGCSE in English Literature. Our Academic English Curriculum is a cross-curricular programme focussing on the development of academic English skills, delivered by language specialist teachers. Harrow Bangkok currently offers the Edexcel English Literature International A Level. It is an option taken by a growing number of committed students allowing for in-depth exploration of challenging literature texts.

Experience in the Following Areas would be an Advantage

- Teaching English Language and Literature from years 7-13
- Teaching A Level English Literature
- Teaching EAL learners, specifically in preparing them for language examinations including English as a Second Language IGCSE and IELTS
- Delta (Diploma in Teaching English to Speakers of Other Languages) or equivalent
- Teaching Academic English
- Completion of the Teaching ESL Students in Mainstream Classrooms (TESMC) course or similar
- Using creative approaches in the classroom, including the use of new technologies to support learning
- Teaching high achieving students across all phases, and the ability to extend able students
- A willingness to take part in subject-related extra-curricular after-school activities