



## Teacher of English

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

**JOB TITLE:** Teacher

**GRADE:** College pay scale

**TERMS:** From 1 September 2018

**REPORTING TO:** Subject Leader

### **MAIN JOB PURPOSE:**

- To teach English throughout the school
- To teach both A level Language and A Level Literature would be desirable but not essential
- In accordance with our Mission Statement and all agreed priorities and policies, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of St Bede's College

### **CORE DUTIES:**

Working with other teaching colleagues in a given Faculty, all teachers are expected:

- To teach enthusiastically and to a high standard all assigned pupils, according to their educational needs and abilities
- To monitor, assess and report on pupils in accordance with appropriate College policies.
- To mark and record all marks from term work, test, course work and internal examinations. Pupils' marks, records etc. are kept for the duration of their time at the College.

- To contribute to the continuous cycle of improvement of aims, objectives and policies in a given Subject Area, within the overall aims and policies of St Bede's College.
- To assist in the development of syllabuses, materials and schemes of work within the Subject Area; and from time to time to review, with other colleagues, methods of teaching etc. to ensure implementation of any new requirements, maintenance of standards and new technologies.
- To maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of teaching rooms and resource areas.
- To participate in and contribute to the general management of the school by promoting the ethos of St Bede's, as detailed in the school's aims and values, and the rules and guidelines.
- To contribute, when appropriate, to discussions in Faculties and in the whole College on aspects of school policy, curriculum and organisation.
- To contribute - in accordance with personal interests and talents - to aspects of the College's Co-curricular Programme.
- To participate in relevant College events, such as Open Evenings, Options Evenings, etc.
- To organise and lead a weekly co-curricular activity.
- To set work, as far as possible, when pupils are absent.
- To take part in, and lead trips and visits as necessary.
- To carry out a number of assigned supervisory duties in accordance with College rota systems.
- To undertake, where appropriate, other roles, which may arise either in the department or in the wider school environment
- To adhere to and carry out all relevant aspects of the school's Health and Safety Policy.

## **PASTORAL DUTIES:**

- be a form tutor to an assigned group of students
- teach a weekly PSMEE lesson to your tutor group
- promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- liaise with the Head of Section to ensure implementation of the school's pastoral system
- register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of college life
- contribute to the preparation of Full school and Interim reports and profiling of tutor group
- alert appropriate staff to any problems being experienced by pupils
- communicate as appropriate with parents of pupils and persons or organisations outside the college concerned with the welfare of the individual pupils after consultation with appropriate staff

## **OTHER INFORMATION**

This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the College are not excluded simply because they are not itemised.

The duties of the post could vary from time to time resulting from new legislation or changes in College Policy, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

This list is not exhaustive but rather an indication of the main requirements of the role.

February 2018