



CHARTERHOUSE

Information Pack

TEACHER OF ENGLISH

Starting September 2020



Contents

- 3 The Charterhouse English Department**
- 4 The Role – Overall Purpose and Responsibilities**
- 7 The Person Specification**
- 8 Application procedure**



English at Charterhouse

The English Department at Charterhouse is an inspiring environment in which to work. At the heart of School life, the Department aims to foster a life-long love of literature within Carthusians through expert and innovative teaching, underpinned by excellent examination results: in 2019, 63% of pupils achieved an 8 or 9 at GCSE and 65% a Distinction at Pre-U (the equivalent of A*-A at A Level).

The Department gives its teachers great independence, trusting them to choose the texts best-suited to their divisions. Teachers work together closely in designing schemes of work and sharing resources across the age ranges. The flexibility of the Year 9 curriculum provides space for pupils to develop their reading and writing before they begin the Edexcel Language IGCSE and the CIE English Literature IGCSE in Year 10.

English is a popular option in the Sixth Form with approximately 70 pupils taking English Literature in their final two years. In line with the School's move away from the Pre-U, the Department has been following the OCR A Level since September 2019. Alongside A Level, all pupils who take the IB Diploma Programme 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 A Level and the IBDP are exciting and rewarding courses to teach, exposing pupils to literature from the medieval to the modern period and requiring a high level of independent reading.

English is at the centre of the School's co-curricular offering. There are regular trips to theatres in London and elsewhere; visits from academics and other literary speakers; and flourishing creative writing and literary societies. The Department plays an integral role in 'Artifex', the School's annual arts festival, hosting a number of readings, workshops and performances. Consequently, a number of pupils apply to read English at university each year and the Department has a strong track-record in helping pupils secure places at top universities, including Oxford and Cambridge, for which 3 pupils received offers to read English this year.

The Department has ten full-time members of staff, some of whom have additional responsibilities, with a range of backgrounds and approaches but all committed to developing independent and inquisitive readers amongst Carthusians.



The Role – Overall Purpose and Responsibilities

A teacher of English is responsible, through the Head of Department to the Deputy Head (Academic) and, ultimately, to the Headmaster for the academic performance, organisation and administration of the teaching 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 responsible for the quality, success and development of his/her teaching, all routine activities throughout the working week, providing feedback on any pupil, staff or organisational issues, and external examination results. They will have experience of and an enthusiasm for the teaching of English to pupils aged 13-18. The successful candidate will be a well-qualified graduate, and may have a teaching qualification such as a PGCE.



He or she should expect to, and be expected to:

Curriculum

- Teach a set timetable per week
- Set and mark work in accordance with School and department policies
- Use Schemes of Work, to guide opportunities for stretching the highest-attaining, SEN considerations and the setting of Banco (homework) and regular assessment
- Deliver coursework for chosen syllabuses, ensuring it is conducted within examination board guidelines
- 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

- Be available to provide teaching within the timetable where appropriate and as reasonably required by the Deputy Headmaster (Academic), for example with Charterhouse's program of EPQ and electives.

Rooms and Resources

- Ensure that departmental areas provide a stimulating and attractive learning environment with a positive image
- Ensure classrooms and associated areas are secure, safe, and orderly for pupils
- 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 (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 e.g. on open days

Departmental Handbook

- Contribute and assist the respective Head of Department to keep up-to-date the on-line departmental handbook.

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 Department
- 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 tutoring system, to a year group of about 12 pupils.
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.



Person Specification

Qualifications

ESSENTIAL

- a good Honours degree in English

DESIRABLE

- a recognised teaching qualification, such as a PGCE

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- the outstanding teaching of English at secondary or tertiary level, with excellent subject knowledge, classroom management skills and an appropriate rapport with pupils
- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes
- 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
- working with others to achieve goals by negotiating and allocating tasks
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- 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
- knowledge of the International Baccalaureate Diploma Programme would be helpful, though will be developed at school

Personal Competencies / Skills

- a real desire to engage with children's learning
- enthusiasm and confidence
- capability to turn a vision into results
- ability to use initiative
- able to inspire and motivate others through verbal and written communications
- high levels of literacy
- well-developed time management and organisational skills
- proactivity and assertion
- patience and enjoyment of attention to detail
- willingness to accept that the role will require a significant amount of work outside 'normal hours' during term time
- 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.

Application procedure

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 Monday 20 April 2020**

Early applications are warmly encouraged; interviews are scheduled for the week of 27 April 2020, and early applicants may receive a bespoke invitation to interview before this time.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.





Charterhouse
Godalming Surrey GU7 2DX
+44 (0)1483 291500
headmaster_hr@charterhouse.org.uk

charterhouse.org.uk

Registered Charity 312054