

Mr. David Massiah - Headmaster

Senior School Specialist Teacher: English Teacher

Line Manager – Head of Senior School

The English Teacher should be an adaptable and inspiring educator. He/She should be a good teacher, motivator and communicator and should provide a stimulating and well-organised learning environment for the students. He/She should be able to provide professional expertise, high quality teaching, make effective use of resources and ensure improved standards of achievement for all students.

All staff at DCY are expected to possess a detailed knowledge of the College's Safeguarding Policy and understand how its principles guide everything we do in the school.

1. Knowledge and Skills. He/She should:

- 1.1. Be an excellent teacher of English
- 1.2. Possess good communication skills and be willing to adapt to the demands of an international school.
- 1.3. Be willing to participate fully in a new senior school and in particular help to develop the team spirit within the school.
- 1.4. Satisfy student needs in academic and pastoral matters.
- 1.5. Teach mixed culture and ability classes using a variety of styles to create appropriate learning opportunities for all students.
- 1.6. Be familiar with English (including Drama) curricula relating to Year 7 to Year 13 age group and preferably the (I)GCSE programme. Ideally have taught examination classes in the (I)GCSE and IB Diploma Programme.
- 1.7. Have a good understanding of upper primary school English programmes.
- 1.8. Keep abreast of current developments and pedagogy in English teaching.
- 1.9. Operate as an effective team member who listens to and respects the views and values of others, be they students, staff or parents.

2. Responsibilities - He/She should:

- 2.1 Place safeguarding at the heart of everything we do in the College.
- 2.1. Ensure that the College's guiding statements are widely published and understood within the age phase and their effectiveness monitored.
- 2.2. Be an effective, compassionate and caring teacher responsible for the planning, teaching and learning, assessment and pastoral well-being of the children in the class and school as a whole.

- 2.3. Arrive at school by 7.15am and teach throughout the day, apart from scheduled break times, until the finish of classes.
- 2.4. Teach up to a weekly load of 80% for the full teaching week, excluding break times and CCAs.
- 2.5. Ensure that the DCI learning principles and relevant reflective tools are used to assess student learning and provide the basis for effective feedback on their future performance.
- 2.6. Remain at school for a reasonable time after the end of scheduled lessons to ensure the completion of all professional responsibilities.
- 2.7. Design and Implement Senior School policies and plans for English.
- 2.8. Liaise with the Head of Senior School, Junior School, KS3 and IB co-ordinators and the English teacher at the other campus to ensure the effective delivery of the English curriculum across DCY.
- 2.9. Participate in the design, development, implementation and review of the Senior School curriculum and schemes of work for English.
- 2.10. Be form tutor and teach wellbeing lessons if required.
- 2.11. Complete and review plans as required by the Senior School English curriculum.
- 2.12. Participate in the design, development, implementation and evaluation of assessment and reporting systems for mathematics in the Senior School.
- 2.13. Collate and analyse assessment data and ensure that it is used to enhance the learning of the students.
- 2.14. Use a variety of different teaching styles that cater for the individual learning styles of each student.
- 2.15. Ensure the discipline and safety of assigned classes.
- 2.16. Be fully aware of the pastoral and medical needs of all children in your care; this involves reading each child's medical records and school file.
- 2.17. Maintain a class register and detailed records on each child's progress throughout the year.
- 2.18. Attend termly parent-teacher consultation meetings and to meet at other reasonable times when requested by a parent.
- 2.19. Write school reports highlighting each child's academic progress and achievement.
- 2.20. Participate in in-service training for staff.
- 2.21. Help select and order resources for Senior School English.
- 2.22. Participate in regular school meetings - in an average week there will be two school meetings to attend.
- 2.23. Attend curriculum information meetings for parents - on average one per term, plus a welcome evening in Term 1.
- 2.24. Contribute to the development of a positive attitude between the College and the wider community through cooperative relations, publications and competitions. On occasion this will require attendance at after-school and Saturday events such as Founder's Day, festivals etc.
- 2.25. Undertake daily break time duties.
- 2.26. Help organise different Senior/Whole School events throughout the year.
- 2.27. Participate in weekly co-curricular activities.

- 2.28. Contribute to the school Yearbook termly magazine and weekly Newsletters.
- 2.29. Be willing to undertake a reasonable number of cover duties when fellow staff are absent.
- 2.30. To have read the College's health and safety policy and through proactive reporting and constant vigilance help maintain high levels of health and safety in the school.

Signed.....Date.....

N.B. This job description is a guide to working at Dulwich College Yangon in the above-named post.

The Head and staff are required to show flexibility, co-operation and team work to amend any of the above responsibilities.