Teacher of EAL/Head of Department

Main Duties and responsibilities

* To support the Personal and Moral Values of the school;
* You are expected to teach EAL throughout the school and also at the appropriate examination level (IELTS, iGCSE etc.)
* To participate fully in the boarding, sporting and cultural life of the school; this will include boarding house duties, assisting with sports and activities, and assisting with school trips and events.
* To support the Head and Senior Management Team in the good management of the school and in the evolution and delivery of policies and the curriculum;
* To be responsible for the efficient and effective running of the department and all that that entails
* To be the Head’s and Senior Management Team’s adviser on all issues relating to the subject.
* To manage the other teachers within the department and deal with issues as they arise to ensure the smooth running of department.
* Maintain and develop department initiatives within School and the wider community, and being alert to new ideas that will enhance the educational experience of students in your department.
* To establish and implement a strategic department development plan, which is regularly monitored and evaluated to inform future planning.
* To develop and implement policies and practices for the subject area, which reflect the School’s vision, commitment to high achievement, effective teaching and learning and good student behaviour.
* To ensure Schemes of work are in place for all year groups and, where appropriate, that such schemes of work are in accordance with the current specifications laid down by examination boards.
* To ensure Schemes of work are adhered to, reviewed and evaluated annually and modified, in writing, as appropriate, ensuring continuity and progression. The Deputy Head (Academic) shall have an electronic copy of the current scheme of work.
* To coordinate schemes of work where more than one teacher is involved in teaching one age group.
* Liaise with the teachers in the Prep School to ensure that schemes of work in that area are appropriate and lead smoothly into the work of the senior school.
* To ensure good order and discipline is maintained among students in accordance with school policies and to ensure that the students’ health and well-being is safeguarded at all times, whether activities occur on or off the school premises.
* To ensure your own teaching is to the highest possible standard which promotes learning and raises all students’ achievement. Teaching must also promote students’ spiritual, moral, social and cultural development.
* To monitor and review student performance and setting of student performance targets within the department.
* To oversee the writing and administering of internal assessments for all students, writing class tests for teaching groups or individuals, according to need.
* To attend INSET, management and staff meetings as required.
* They ensure that appropriate study/prep is set and marked regularly.
* To manage your teaching team, monitoring teaching and learning, and oversee target setting to ensure that all students are able to achieve their full potential. Where possible devolving responsibilities and delegating tasks to members of the team.
* To organise and chair regular departmental meetings, where appropriate, with agendas and minutes recorded.
* To ensure the teaching of colleagues within the Department, where appropriate, is of the highest possible standard; (including, where appropriate, lesson observations using the agreed College protocols)
* To supervise and direct the work of any peripatetic/ancillary staff within the Department
* To ensure academic records are kept showing the effort, achievement, progress and targets set for students in line with department and School policies and practice.
* To ensure Students’ achievements are reported in line with department and School policies and practice.
* To ensure the department’s performance against GL Assessments and ALIS targets shall be regularly monitored with the added value of the department being a significant positive residual, (where appropriate).
* To set and agree targets for the department in line with GL Assessments and ALIS and to report on examination performance as required.
* To ensure that curriculum development shall be permanently under review.
* To ensure the department is adequately resourced with text books and equipment within the allocated budget.
* That the selection of subject related books within the library are stimulating and appropriate and that the librarian is advised fully of the department’s requirements. The ordering of library books falls within the remit of the librarian and within the library budget.
* To ensure student discipline is maintained by the use of rewards and sanctions (in co-operation with the Deputy Head (Pastoral)).
* That the room(s) assigned for the use of the Department provide a stimulating environment and have relevant, exciting and educational displays - celebrating students’ own work wherever possible.
* That all subject rooms and equipment are well-maintained and cared for. Rooms shall be maintained in good condition and decorative order in consultation with the Bursar and Maintenance Department;
* To organise and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments where appropriate.
* To ensure compliance with the School’s Health and Safety Policy
* To ensure that, in all ways, the department shall be amongst the most successful departments within the country.
* To identify gifted students, and monitor provision for those students, liaising with the Whole School SENCo.
* To ensure the use of IT within the department for both teacher and student use is fully promoted.
* That public examination entries are completed within the requested timeframe, in liaison with the examination officer.
* To assess potential scholarship candidates by means of entrance papers, performance tests and interview and report results to the Headteacher.
* To assess the EAL ability of new and prospective students to the college.
* To encourage staff to develop and establish a positive working environment.
* To organise and manage, in conjunction with the Head of Boarding the induction programme for new international students at the start of the academic year.
* To ensure the smooth induction of new international students at other times throughout the year.

Pastoral & Communication

* To liaise with the Pastoral Deputy Head and Head of Boarding in order to gather and report relevant and meaningful information about students.
* To support and monitor the use of all School reporting systems, e.g. grade cards/ tutor reports and parents’ evenings.
* To undertake pastoral responsibilities and duties within the School each term as the Boarding Liaison Officer.
* To offer support for the School’s Activity programmes each term including some weekend activities each term.
* To attend parents’ evenings, and other meetings with parents/guardians as and when required.
* To attend or support School events
* To support the School in the recruitment of new students and attend/participate in School Open mornings/evenings as required.
* To preserve and foster the good name of the School in all dealings with the wider public.

**General**

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the SMT from time to time. (The current role requires the successful candidate to teach EAL to a variety of groups/individuals as needs require and also the construction and management of timetables of others teaching within the department).

The post holder’s duties must at all times be carried out in compliance with the School’s Equal Opportunities, Welfare , Education and other policies designed to protect employees or service users from harassment.

S/he must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School’s Health and Safety policy.

It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

**Person Specification**

* Well qualified teacher of EAL (or equivalent) with QTS being essential/desirable
* IELTS qualified teacher
* CELTA/DELTA desirable
* Gifted teacher
* Proven record of academic success
* Good inter-personal skills
* Good class discipline and class management
* Well-organised
* Committed to educational excellence and the fulfilling of children’s potential
* Committed to the ethos of boarding education
* Willingness to be involved in the extra-curricular life of the school