

Claremont Fan Court School



JOB DESCRIPTION

Job Title: Teacher of English

Reports to: Head of Faculty: English

Aims: To teach pupils the skills and content necessary in this subject area that will enable each pupil to achieve well and be confident with further study in this subject.

To deliver the values and ethos of this school which is founded on 'a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them.' (Geith Plimmer, co-founder of Fan Court School)



Teaching responsibilities

1. Teach an agreed curricular /co-curricular programme
2. Teach lessons in accordance with the school's requirement
3. Plan, prepare and deliver lessons that follow the faculty's schemes of work. Ensure lessons are suitably differentiated and appropriate to all members of the class
4. Mark pupil work on a regular basis in accordance with faculty and school marking policies
5. Accurately record-keep for classes including registering, assessments, rewards and referrals
6. Feedback to pupils and parents through writing reports and attending parents' evenings
7. Attend morning staff briefings and school staff meetings
8. Cover lessons both within and outside the faculty and be available for exam invigilation as directed by the cover supervisor
9. Check school e-mail account on a regular basis and reply to colleagues and parents within the 24 hour rule
10. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

Pastoral Responsibilities

1. Act as a tutor as required
2. Work within the pastoral team of Year Heads (or their equivalent) and tutors to share all necessary knowledge about students
3. Report any issues of concern, including child protection issues, to the DSL and heads of year

Co-curricular responsibilities

1. Teach an agreed co-curricular department club, society, sport or activity
2. Teach an agreed co-curricular non-department club, society, sport or activity
These activities will be of approximately 50 hours combined per year

Classroom Environment

1. Establish a teaching environment that is positive and supportive of learning
2. Consider the needs of pupils at all times interacting in a supportive and positive way
3. Establish a culture for learning with pupils of all abilities
4. Establish effective teaching practices regarding instructional groups, transitions, supervision and use of para-professionals, so that pupil behaviour is consistently within the expectations of this School being purposeful, safe, respectful, open, valuable, and appropriate.
5. Maintain the learning environment and keep classroom space in order so that it can be used by all staff and be a source of pride for the School and visitors



Responsibility to parents

1. Be available for appointments with parents
2. Monitor pupil progress in exercise books, google classroom, report cards as necessary
3. Demonstrate a thorough knowledge of each learner and their individual needs
4. Written reports are to be accurate, unbiased, individualised, pertinent, goals-based and follow School procedure

Performance measures

The performance of the English teacher will be measured by an annual appraisal which will include the following:

Planning and preparation:

- An expectation of at least 30% of GCSE learners gaining a 7 and above
- All GCSE learners gaining a 4 or above
- An expectation of at least 30% of A level learners gaining an A
- All A level candidates gaining a C grade or better

Classroom Environment:

- Represent the subject to the School through termly displays within the class rooms and in corridors where display boards are allocated.

Professional Responsibilities:

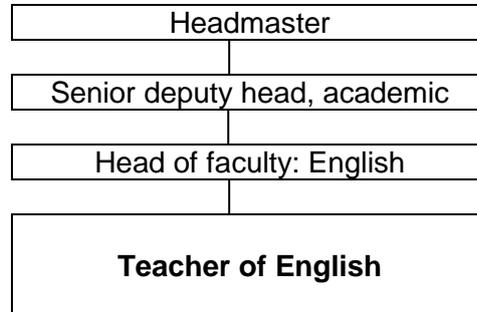
- Attend subject and whole school INSETS

Responsibility to parents:

- Accurately report to parents according to School and faculty policy

Organisational chart

The teacher of English will work within the faculty of English. The immediate line diagram of responsibility is as follows:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This School values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.

AH/BCI/HR Jan 2021



Claremont Fan Court School



Position Outline and Person Specification

Teacher of English

A full time Teacher of English is required from September 2021

Outline

- The job will be to teach English (and any other additional subject within the applicant's competence), and the immediate line manager for this work will be the head of faculty: English
- The standard teaching timetable is likely to be 26 x 45-minute periods per week within the working day of 8.15 to 4.00pm.
- In addition, staff are expected to attend a range of meetings, duties and cover lessons.
- All staff are expected to contribute to the School's pastoral and co-curricular programmes
- Teachers may be responsible to other colleagues in their work, e.g. a form tutor will have the head of year (or their equivalent) as their line manager for pastoral work
- A positive understanding of the School, its ethos and community is essential



Background

The English faculty is established, enthusiastic and consistently achieves very good results. It currently employs eight members of staff who teach all ages and abilities throughout the Senior School.

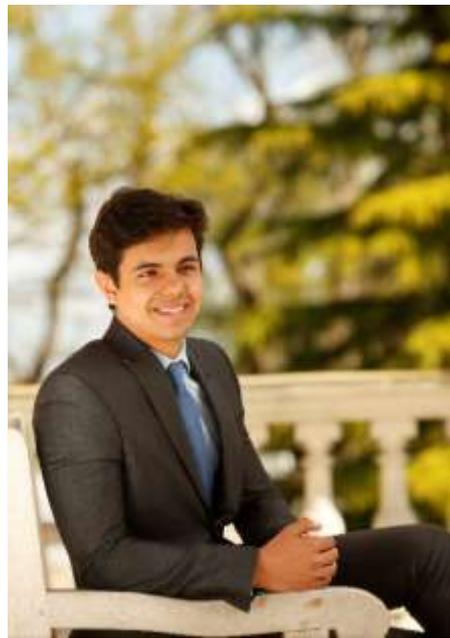
The English faculty teaches a wide range of skills to promote and motivate progression in all areas of English. Our aim is to provide not only basic life skills but also to broaden our students' perspective of the many facets of English. We encourage our pupils to read widely in order to perfect their reading technique and to develop their comprehension. A wider reading base enhances their ability to write more creatively and to use a more extensive range of vocabulary and sentence structures. English is taught to all Year 7 and 9 pupils in four 45 minute periods per week, five periods at Year 8, six periods at GCSE and six or seven at A level. Homework is given twice a week according to the school timetable for each year group and may include such tasks as reading, spelling, extended writing, drafting and research to support the work they undertake in class time.



Midsummer Night's Dream

In Years 7, 8 and 9 pupils study a variety of topics and texts, including fiction and non-fiction, through schemes of work developed in accordance with the Key Stage 3 National Literacy Strategy English Framework. The schemes are designed to develop skills in reading, writing and spoken language, incorporating a range of tasks which encourage both individual and group work. The progress of our pupils is monitored through a variety of assessments from the schemes throughout the year as well as Y7/8/9 end of year tests. All pupils are set according to ability.

In Years 9, 10 and 11, pupils study the AQA English language and English literature specifications leading to two GCSE awards. During the courses, pupils study four substantial texts and a range of fiction and non-fiction materials. Both courses are examined at the end of Year 11. Where possible, we arrange theatre visits and outside speakers to support the study of examination texts. In June 2020, the faculty achieved 100% grade 4 and above in both English and literature GCSEs with 53% of pupils achieving grade 7 and above in English language and 64% achieving grade 7 and above in literature. The faculty currently has five sets in each year at GCSE.



The English faculty offers A levels in English language and literature. OCR literature includes study of American, Nigerian and English writing whilst in English language, studies include language and power as well as creative writing.

We invite authors and contemporary poets into school to work alongside the students where possible. We also provide a variety of opportunities to participate in competitions, theatre outings and theatre workshops.

Staffing and Accommodation

From September 2021, the faculty will include the following staff:

Mrs Bridget Clarke	Head of faculty
Mrs Aefifa Kassam	Teacher of English/second in faculty
Mrs Susan Barry	Teacher of English/head of Y11
Mrs Paulina Beamer	Teacher of English
Miss Aimee Coombes	Teacher of English/head of Year 9
Mrs Victoria Howes	Teacher of English and drama
Ms Georgina Roberts	Teacher of English/head of house (Longcross)/deputy head of Year 7
Successful candidate	Teacher of English

The English faculty is situated in the historic settings of Beatrice, Louise, Day and Night Nurseries, Guards – rooms abundant in rich history since the 18th century.

The faculty has a wide variety of resources – diversity in teaching methodology is encouraged. Detailed schemes of work describe units that are to be covered and skills required; however,

flexibility is given for teachers to develop their own teaching styles. All pupils have laptops, rooms are wireless networked and classrooms have data projectors.

Person specification

The successful candidate is likely to match the following characteristics:

- Possess a degree with an English major at a good honours level
- Possess a post graduate teaching qualification such as PGCE, diploma of teaching or equivalent
- An enthusiastic commitment to all aspects of the faculty programme of co-curricular activities, including trips, visits and clinics
- A cheerful and well-presented person, capable of inspiring confidence in pupils and parents
- Excellent communication skills, oral, written and in the use of ICT. (All teaching staff are supplied with a laptop)
- An understanding of the nature of independent learning
- An understanding of skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- Capable of working independently and as part of a team and willing to contribute to faculty resources
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and to attend INSET as necessary
- An awareness of Health and Safety issues and compliance with policy
- Aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- Ability, skills and experience to enable a contribution to the School's co-curricular activities
- Prepared to work hard with energy and enthusiasm



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