



St Albans High School
— for Girls —

JOB DESCRIPTION

TEACHER OF ENGLISH

Reporting to the Head of Department, this position offers an exciting opportunity for a well-qualified, enthusiastic and inspiring Teacher of English to join a committed and high-achieving department. The successful candidate will teach throughout Key Stages 3 and 4, with the potential for some A Level teaching if appropriate. You will be a self-motivated, innovative and outward-looking teacher with a desire to create exciting lessons to deliver the English curriculum – but who will also play a full part in departmental improvement projects.

All teachers are appointed by the Head and are expected to:

- Have a strong passion for the subject and its energetic and accessible delivery in the classroom.
- Enjoy enhancing the delivery of English in the school outside of the classroom including assisting with our Literary Society and the supervision of trips.
- Inspire confidence in the pupils so that they ask questions and articulate their own understanding.
- Have a proficiency in ICT; its use in the classroom and as a data tool.
- Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department. Keep a record of their teaching.
- Set and mark pupils' work regularly and appropriately; record marks, monitor and assess progress and write reports as required.
- Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses.
- Take a full part in professional development including training.
- Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff.
- Maintain good order and discipline among pupils. The teacher must be familiar with school and departmental policies on behaviour, including awards and sanctions.
- Promote a safe environment for pupils and staff. A teacher is expected to register pupils in every lesson and to understand the safeguarding and child protection policy and those policies relating to health and safety.
- Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils
- Attend staff meetings and participate in working groups as required.
- Attend Assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities.
- Attend Parents' Evenings.
- Be a part of the School's performance management programme.
- Adhere to School policies.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



St Albans High School
— for Girls —

PERSON SPECIFICATION

TEACHER OF ENGLISH

Qualifications and experience	<ul style="list-style-type: none">• Experience as an excellent classroom teacher• Good academic education to degree level (in a related subject)• Teaching qualification, desirable but not essential
Skills	<ul style="list-style-type: none">• Excellent communication skills, particularly when addressing staff, pupils or parents directly• ICT literate, confident in the use of ICT and/or the ability to learn quickly when using unfamiliar packages• Excellent time management and organisational skills• A commitment to getting to know each student as an individual learner• The ability to work flexibly, using own initiative and prioritising effectively• The capacity to work accurately under pressure with attention to detail• Strong problem solving skills• Excellent command of the English language
Personal Qualities	<ul style="list-style-type: none">• Hard working, with a positive and enthusiastic attitude• A strong team player• Proactive - ability to follow and lead new initiatives• Eager to improve your own professional skills• Understand and respect the principles of confidentiality• High professional standards of yourself and students• Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise• Personal warmth, good rapport with pupils, colleagues and parents• A personal love of English and of learning and an ability to convey this to students
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children• A commitment to the ethos and strategic direction of the school• Strong support for the Christian ethos• Be a good role model