



Bishop's Stortford College

Job Description

<u>Job Title Appointment:</u> Teacher of English	<u>Grade/Spine Point:</u> College Pay Scale	<u>Salaried/Waged Appointment:</u> Salaried
<u>Establishment Details</u>		
<u>Governing Council Approval:</u>		
<u>Staff Position Number:</u> TBC		
<u>Responsibility for Completion and Amendment:</u> Headmaster		
<u>Date Implemented:</u> 1st September 2010	<u>Review Date:</u> On Going	
<u>Line Management:</u> Headmaster Senior School Head of Department (English) Post Holder		
<u>Subordinate Staff:</u> None		
<u>Main Duties:</u> See Attached Sheet		
<u>Technical Duties:</u> (where appropriate) Not Applicable		
<u>Other Tasks/General Duties:</u> See Attached Sheet		
<u>Qualifications/Experience/Training/Competences:</u> a. <u>Essential:</u> See Person Specification b. <u>Desirable:</u> See Person Specification		

Signed: J. M. Gladwin

Appointment: Headmaster, Bishop's Stortford College

Date: 01/03/18

BISHOPS STORTFORD COLLEGE MAIN DUTIES OF THE TEACHER OF ENGLISH

The following are the basic responsibilities of the teachers in the Department:

- to contribute to the teaching of the Department, setting and marking pupils' classwork and homework as appropriate and in accordance with the Department's Assessment Policy;
- to assist in the delivery and development of the appropriate syllabuses and schemes of work;
- to arrive punctually for lessons and to ensure proper supervision of pupils;
- to foster an atmosphere in the classroom which encourages the highest standards of work, behaviour and appearance;
- to make learning exciting and stimulating, employing a range of approaches and strategies, with the focus on pupil learning rather than teacher delivery;
- to implement Department and College policies;
- to attend weekly Departmental meetings;
- to ensure proper care and monitoring of Dept books, materials and resources;
- to maintain the upkeep of all classrooms, wall displays and other resources reporting any problems to HoD / ICT / Bursary as appropriate;
- to keep the HoD effectively informed of the progress of pupils and teaching groups and to report any problems or concerns as soon as they arise;
- to communicate with parents, tutors and HsMs on the progress of pupils through report writing, Parents' Evenings and other appropriate means;
- to set and mark examinations as directed by HoD;
- to moderate coursework as directed by HoD;
- to be aware of all Health and Safety factors relevant to classroom management.

The Department will support its teachers in the following ways:

- by the creation of a positive, open working community within which communication (both formal and informal) between all members of the Department is easy and frequent and in which resources and ideas are freely and effectively shared;
- by consulting all members of the Department on significant decisions regarding the direction, management and development of the Department so as to recognise the experience and expertise of all members of the Department;
- by identifying the needs of each member of the Department and attempting to supply them;
- by providing the physical resources and direction to allow each lesson to be conducted at the highest possible level, to the benefit of both teacher and pupils;
- by encouraging each member of the Department in their teaching, and by providing an environment where each feels secure and supported;
- by providing Departmental members with INSET which provides them with their needs and stretches them beyond their current levels of knowledge / attainment;

The College reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

- by assisting each member of the Department in the attainment of his / her ambitions;
- by developing good relationships between the Department and other members of staff, pupils and parents;
- by developing clear guidelines and structures through discussion for the delivery of the curriculum and the various exam syllabuses for which the Department is responsible.

Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

Tasks delegated by the head of department/line manager which are within your experience, ability or grade.

Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

Equality and Diversity

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

Data Protection

The College attaches the greatest importance to the way personal data and sensitive personal data is held and used by the organisation and all members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection. All data should be treated as confidential and should only be disclosed on a need to know basis. The job holder has a responsibility to comply with the College Data Protection policies and procedures and all data is to be processed in a fair and lawful way.

Employment Terms and Conditions

Full details of the terms and conditions are set out in a separate booklet that will be issued at with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.