



ENGLISH TEACHER (Maternity Cover)

Job Description and Person Specification

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

OVERVIEW

We are looking to appoint a talented and inspirational Teacher of English to cover maternity leave from September 2019. This is an important role, which will be hugely rewarding for a passionate and expert English Teacher. Teaching English at Prestfelde is considered to be at the hub of the learning process. The successful candidate will join a forward-thinking, high-achieving and friendly department where continuing professional development is highly regarded. Pupils at Prestfelde enjoy their lessons and they are encouraged, amongst many other things, to think for themselves; to develop independent, enquiring minds.

Candidates should expect to teach English to pupils in the Senior School (Years 6-8). The person appointed should have a thorough understanding, and, where possible – teaching experience to GCSE and/or the Common Entrance and Scholarship programme. You must be willing to foster a love of literacy through both traditional and modern techniques, as well as ensuring that the needs of every child are met. Experience of collaborative working with staff, both in terms of resources and curricula, would be an essential. A desirable attribute would be the ability to teach other subjects including Religious Studies.

As teacher of a core subject English, you will be required to teach and work supportively alongside the Head of English. The post holder will be accountable to the Head, but will report to the Head of English on a day-to-day basis as their line manager.

PRINCIPAL ACCOUNTABILITIES

- To plan, prepare and teach lessons of the highest quality.
- To use the resources of the subject in an effective and imaginative way.
- To respond to professional development opportunities and work within the school's Continuing Professional Development Framework, including ICT developments.
- To support departmental and school approaches to assessment, recording and reporting.
- To work closely with the Head of English, to create a development plan for the teaching of English throughout the school.
- To ensure that the administrative duties of the department are carried out effectively.
- To liaise with the Head of English, to ensure a continuity of approach in terms of curricula content and skills.
- To be jointly accountable for the teaching standards for English.
- To closely monitor the pupils' standards and ensure the highest possible academic standards through appropriate differentiation.
- To ensure the smooth running of the reading programme and the department's resources.
- To plan and teach inclusively for all pupils to ensure all needs are met.

- To maintain consistently high standards of CE and Scholarship results.
- To enthuse, challenge and support pupils in achieving high academics within this subject through a variety of different teaching methods and styles. You will also be expected to further the pupils' love of learning and, of course, to communicate his or her passion for the subject.
- To integrate the use of technology to assist with the pupils' learning and development of the subject.
- The ability to teach any additional subjects, ideally Religious Studies or to lead an activity to an appropriate level would be an advantage.
- To develop strong partnership links with parents.
- Work within the subject's schemes of work and contribute to their review and development.
- Attend subject and other school meetings and so contribute to departmental and whole school improvement.
- Monitor individual pupil progress by using data and assessment procedures and by giving appropriate feedback to students, parents and line managers.
- Promote the school's ethos and behaviour management approach.
- Contribute to the department's programme of events and support the delivery of the whole school literacy vision including extra-curricular commitment.
- Promote the general progress and well-being of individual pupils and of the Tutor Group as a whole.
- The successful candidate will play an important role in the running of our new school library and so a keen interest and up-to-date knowledge of children's literature is essential.

TEACHING

- To ensure that you carry out and perform all of the teaching standards annexed to this document.

PROFESSIONAL DEVELOPMENT

- To participate in lesson observations when required.
- To participate in INSET days and attend courses as requested.

MONITORING AND TRACKING OF PUPIL PROGRESS

- Ensure progress and standards are monitored and any assessments scrutinised to identify areas of strength and development.
- To be responsible for assessing, recording and reporting on the development, progress and attainment of pupils.
- To participate in work scrutiny as directed by the Head.

GENERAL

- Where required, to represent the School at internal and external events.

- To undertake such other tasks relevant to the needs of the School or the role as these arise.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the Professional Development Programme.
- The English Teacher will be expected to fulfil any reasonable request made by the Head, Deputy Head or Head of Department.
- All staff are required to adhere to the School's Child protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Child Protection Officer.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

PERSON SPECIFICATION

- Graduate and / or qualified teacher
- First-rate classroom practitioner
- Evidence of Continuing Professional Development
- Commitment shown in other areas e.g. drama, SENCO, games, activities
- Good communication skills
- Good organisational skills
- Positive personality- enthusiastic, dynamic and caring
- Love and passion for teaching children
- Ability to work in a team
- Ability to prioritise effectively
- Ability to see task through to completion
- Loyal and supportive colleague
- Ability to teach effectively across the whole ability range

ADDITIONAL INFORMATION

Start Date: September 2019

Timetable: Monday – Friday 8am until 5pm with additional agreed duties to support a boarding school.

Salary: Prestfelde offers its own salary scale, which is compatible with national pay spine (M1-6). We also support teachers with an employer's contribution towards their pension.

Outstanding lunches are provided during term time only and are free of charge.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE:	