Teacher of English (with possible TLR for Second in Department)

Old Swinford Hospital seeks to appoint a dynamic, enthusiastic and innovative Teacher of English to contribute to a successful and established department. For the right candidate, a TLR may be available to assume the role of the second in department.

We are welcoming applications for the main scale teaching position alone, as well as from those who might wish to move into departmental leadership and management.

Person Specification

- Genuine resilience, a 'can-do' attitude and an enthusiasm for teaching young people;
- A belief that young people have potential and can achieve, despite any obstacles they may face;
- A graduate teacher with a keen academic interest in the subjects from Year 7 to Year 13 and beyond;
- The willingness and ability to teach English at all age and ability levels within the school, up to and including A Level;
- The ability to work as part of a successful and supportive team;
- Interest in taking an active part in the development of the curriculum within the school;
- Interest in planning and contributing to extra-curricular activities;
- Flexibility and imagination in developing new ideas and resources, as well as adapting to curriculum changes;
- The ability to contribute to the wider School curriculum and the personal development of our pupils;
- Commitment to becoming a pro-active, reliable and supportive form-tutor.
- Commitment to the protection and safeguarding of children and young people.
- To actively monitor pupil progress;

General Job Specification and Conditions of Employment

The conditions of employment set out in the current School Teachers' Pay and conditions Document will apply. The person appointed is responsible to the Subject Leader to carry out the duties and functions of a teacher in accordance with the Teaching Standards and the stated aims and objectives of the School and the Department.

The person appointed will:

- in consultation with the Subject Leader, plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School Development Plan and the Department Development Plan;
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students to facilitate progression in students' learning and following the required examination syllabuses;
- assess, record and report on the development, progress and attainment of the students assigned to him or her within the School guidelines;

- manage the classroom and teaching equipment to create a supportive and positive learning environment which makes effective use of the available resources;
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook;
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters;
- implement the School policy regarding registration, student absence, dress code and enforce School rules relating to behaviour and health and safety;
- participate in full staff and departmental meetings and to contribute to School decision making and consultation procedures;
- be involved in the School Performance Appraisal process, to engage in professional development activities to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School's goals and Development Plan;
- establish individual active links with industry and business to extend both student learning and own professional development;
- to be an Academic Tutor to an assigned Tutor Group if required, and to carry out related duties in accordance with the general job description of Tutor; including meeting parents and contacting home when directed to do so by Heads of Year or SLT
- to carry out a share of supervisory duties in accordance with published rotas; this will include break duty and a lunch duty in return for complimentary school dinners
- to participate in appropriate meetings with colleagues and parents;
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, Every, E-mail;
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students;
- Support Learning Support Assistants with day-to-day issues;
- Participate in the promotion of the Department and School, including Saturday morning Open Days and other Open Evenings, Induction Days and the like, and the attendance at any marketing events as requested by SLT;
- Ensure effective communication with all colleagues (teaching and support staff);
- Undertake any training required;
- Undertake such other duties as the Headmaster may require from time to time reasonably require.

Job Specification for Second in Department role

- To support the Head of Department in monitoring the quality of teaching and implementation of the curriculum, offering constructive feedback to colleagues where necessary;
- To lead the department in times where the Head of Department might not be available when directed;
- Play an active role in the departmental annual self-evaluation, helping to analyse performance and set targets;
- Take responsibility for one or more key stage in the department, including managing assessments;
- To coordinate assessments and exams at key points to analyse data and implement intervention;
- To review set changes and pupil placement;
- To be a point of contact for parents for queries relating to curriculum;
- To work with the Subject Leader to develop and review the curriculum, resources, schemes of work, assessment and teaching and learning strategies across the Department;
- Take a leading role in reviewing schemes of work in one or more key stages, to offer a fresh perspective on how we might best sequence our content to promote progress;
- To help oversee day-to-day management, control, and operation of provision within the department, including ensuring appropriate cover-work and prep is set during staff absence;

- To be involved in out of hours school events such as open mornings and sixth form evening events, to help sell the great work our department does to parents and assist prospective students;
- Maintaining exceptionally high teaching standards and being able to lead by example with regards to both school and departmental policy and procedures;
- Take a leading role in applying whole school initiatives into the department, such as with behaviour, assessment or knowing your learners;
- Any other reasonable duties requested by the Headmaster or SLT.