



## JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher of English (One Year contract)
<b>DEPARTMENT/SECTION</b>	English
<b>LINE MANAGER</b>	Head of English
<b>RESPONSIBLE FOR</b>	Teaching English (Senior School)

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

### JOB SUMMARY:

This is a full-time, fixed term opportunity for an engaging Teacher of English to work in a popular independent school in a supportive, innovative department. The Teacher of English will be responsible for delivering high-quality teaching across the age range, through planning engaging lessons that enable all pupils to make the best possible progress. The successful candidate will have excellent subject knowledge and approach their lessons with enthusiasm and imagination.

### KEY DUTIES AND RESPONSIBILITIES:

- Plan and teach across Key Stages 3, 4 and possibly 5, following departmental schemes of work
- Develop, maintain and stimulate pupils' curiosity, interest and enjoyment in English
- Develop and foster a love of reading and support pupils to develop and broaden their own tastes
- Enable pupils of all abilities to develop and improve their reading, writing and analytical skills
- Provide challenge for every pupil and to encourage and support all pupils to achieve their potential in English
- Develop in pupils a love of language and literature which goes beyond the syllabus and increases their cultural capital
- Share in departmental best practice and bring new ideas to the department
- Invest extra time to ensure pupils achieve the best standard

## TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

### Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required

### In the Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

### Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

### Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.

- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

#### Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

#### FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.