



JOB DESCRIPTION and PERSON SPECIFICATION

TEACHER OF ENGLISH

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college. Most teachers also take on the role of Personal Tutor.

Teachers report to the Head of Department, and ultimately the Principal.

Main duties and responsibilities include:

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' course work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Head of House and Vice-Principal (Academic)
- use of the SIMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses, house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department and Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

Qualifications:

- a high quality degree with English as a main component
- a teaching qualification is preferred
- the ability to teach English as a Foreign language would be an advantage

Skills and Experience:

- the capability of teaching English expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability to contribute to the extra-curricular provision of the department and the life of the College is essential.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Induction of New Staff

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement. The main induction takes place just prior to the start of the new academic year at the beginning of September.

THE ENGLISH DEPARTMENT

Staff

The English Department has 14 members (10 full-time and 4 part-time) and caters to the varied linguistic demands and backgrounds of the students at Concord. Drama is also taught by one member of the department, who takes responsibility for GCSE Drama and as a compulsory subject in Form 3 (Year 9). Mr Phil Woods is the Head of Department and Ms Sue Correll is the Head of EAL.

Facilities

All of the English classrooms are equipped with data projectors and interactive whiteboards and are located in a modern, recently renovated, teaching block. We have a purpose-built theatre providing an exceptional venue for drama production and for students to gain confidence and develop presentation skills.

Courses

While we offer A and AS Level Language and Literature, GCSE Language and Literature and GCSE Drama, we also run a number of EAL exams (IELTS, ADVANCED, FIRST, IGCSE English as a Second Language). A number of members of the department teach both first language and EAL courses. In order to improve students' spoken English skills, we run LAMDA exams which are taught by the Drama teacher.

The department runs a wide variety of extra-curricular activities (public speaking and debating, plays, the college magazine, creative writing events, theatre visits etc) and a willingness to contribute to this programme is expected.

Academic Results can be found on our website – www.concordcollegeuk.com