



UPPER PREPARATORY & SENIOR DEPARTMENT

Teacher of English; Form Teacher

Name: TBC

Specific responsibilities:

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Have academic and pastoral responsibility for a form, supporting colleagues and working in liaison with the Director of Studies and Deputy Head respectively, to ensure that each child achieves their potential
- Monitor, develop and review curricular policy for the English Department with the Head of Department and Director of Studies
- Monitor, develop and review pastoral policy for a form with the Deputy Head
- Devise, with the support of the Head of Department and Senior Leadership Team, a suitably challenging and innovative programme of curricular and co-curricular provision across the department to help each pupil learn important life skills
- Support the marketing strategy for the school by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of pupils as required
- Assist in the day to day planning and management of the administrative events for the department

- Uphold the values and subject enrichment programme of the Kingswood House Way
- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Support the Head of Department at relevant information evenings and events pertaining to your subject for 11+, Scholarship, GCSE options or tertiary education
- Assist with organisation so that each member of staff in the department has a clear understanding of their role and duties and organise accordingly
- Teach collegiately in pursuit of all round excellence for the pupils
- Work with empathy, good humour and consummate professionalism to be a good role model and to uphold the reputation of the school, at all times
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster

Specific teaching responsibilities:

- Effectively support the development of the English Department throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Help to engender the successful implementation of the curriculum in English throughout the school and to propagate a love of reading in the pupils across a range of genres
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid literary interest
- Organise the Public Speaking competition annually
- Assist with the annual Drama production in liaison with the Head of Drama and other teaching staff
- Oversee provision of Reading Lists and the day to day running of the Library
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice

- Readily support all teaching staff in the department and assist in the choice of reading and learning material
- Inspire pupils and staff with strong subject knowledge and passion in its delivery
- Help pupils to understand and practise independent learning

Other curricular & co-curricular responsibilities:

- Assist with the Enrichment programme in Year 6 in liaison with Director of Studies, Head of Upper Prep and other relevant members of staff
- Contribute meaningfully to the preparation and delivery of relevant examinations or any other form of internal or external assessment as required
- Liaise with the Head of P.E. and Games in teaching Senior and Junior games, including the coaching of a particular year group in either football, rugby or cricket or any other sport, and attend matches and tournaments in this respect (TBC)
- Contribute meaningfully to the House system
- Be responsible for the registration each morning of a designated year group and oversee their academic, pastoral and social development and be the first port of call for their parents, feeder schools, Study Centre staff or any other interested parties
- Provide edited and informative written reports as required and prepare thoroughly for parents' evenings
- Run an extra-curricular activity
- Show commitment in the support of day and residential trips
- Organise the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency

- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark academic work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement
- Encourage children to value themselves and others both inside and outside the classroom
- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....

NB: Please read carefully the appendix to your contract which outlines your professional duties.