



Saint Andrew's International High School

TEACHER OF ENGLISH

JOB DESCRIPTION & PERSONAL SPECIFICATION

Job Title: Teacher of English

Responsible To: Head of Department

Responsible For:

Teaching English on a designated timetable from KS3-KS5

St Andrew's International High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rigorous safeguarding checks are made on all candidates.

Essential Qualifications & Skills	Desirable Qualifications & Skills
• Good degree or equivalent in English • Teaching qualification - PGCE & QTS or equivalent	• Evidence of further education e.g. MA
Essential Experience	Desirable Experience
• Teaching English at all key stages • Experience of using baseline data in teaching • ICT literate for teaching purposes	• Experience of curricular development • Evidence of systematic professional development
Essential Personal Qualities	
• A passion for lifelong learning • Ability to inspire students • Ability to motivate students to realise their potential academically and personally • Ability to work in a team • Able to empathise • Able to meet deadlines • Able to use initiative • An excellent teacher • Committed to learning in and outside of the classroom • Committed to maintaining the caring and supportive ethos of the school • Committed to the safeguarding of children, young people and adults • Excellent communication skills • Excellent interpersonal skills	



- Flexible and adaptable, able to cope with change
- Honest and trustworthy
- Organised
- Willing to contribute to co-curricular activities
- Willing to go the extra mile
- Willing to learn and develop within the role
- Willing to take on new roles and responsibilities
- Willing to contribute to the wider community

Job Description - Core Responsibilities

- Plan, prepare and deliver lessons and Schemes of Work for English to a consistently high standard for Key Stage 3 to 5 under the direction of a line manager
- Implement agreed learning activities for students to enrich their learning in and out of the classroom
- Ensure coverage of Schemes of Work and relevant curriculum to enable students to meet their expected progress and beyond
- Differentiate appropriately to meet the needs of students
- Facilitate and assess formative and summative assessments and adapt teaching accordingly
- Take an active role in the moderation of students' work

Teaching Responsibilities

- Attend and participate in regular meetings
- Attend parents' evenings and other community events to promote community cohesion
- Attend to students' personal needs and provide advice to assist in students' social, health and personal development
- Cover lessons for absent colleagues
- Ensure a safe working environment and properly assess risk
- Ensure clear discipline in and out of the classroom and use the school B4L system consistently
- Ensure safeguarding training is up to date
- Ensure that students are aware of the aims and objectives of the subject matter and of the teaching and learning sequences
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of students
- Fulfil necessary administrative tasks as directed by the HoD and other managers
- Implement relevant interventions for students
- Invigilate exams when required
- Keep up to date with educational developments and apply this knowledge to teaching and learning
- Liaise with other members of staff including the Learning Support department and non-teaching staff
- Mark students work and give appropriate feedback to students
- Provide objective and accurate feedback to staff on student's achievements and write quality subject reports when requested
- Record interventions provided accurately in a timely fashion
- Record progress and attainment of students
- Support in the supervision of students while they complete relevant assessments
- Support students' access to learning using appropriate strategies and resources
- Track progress and attainment and recommend interventions and record impact

Pastoral Responsibilities

- Be a form tutor and ensure this covers the full description of this role – available upon request
- Deliver Life Skills lessons as part of the yearly programme
- Partake in team building activities, including annual residential trips and events
- Participate in House activities
- Contribute to the afternoon co-curricular programme
- Take part in whole school events such as the Swimming Gala and Sports Day
- Assist with boarding if required

General Responsibilities Common to All Staff

- Be professionally and smartly dressed - establish a business-like environment
- Carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- Comply and actively promote school policies, including Safeguarding, Preparedness for Learning, Equal Opportunities and Health and Safety.
- Confront negative student conduct and take appropriate steps to deal with it
- Deal with all communication and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- Promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- Promote positive student and staff conduct
- Undertake training and development relevant to the post

This job description can be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of SAIntS in relation to the post holder's professional responsibilities and duties.