



## FARNBOROUGH HILL

WHOLEHEARTEDLY

### JOB DESCRIPTION

#### Part-Time Teacher of English (Fixed Term)

##### General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- To support the aims and objectives of the English Department and to meet objectives which lead to the achievement of those aims.
- To make a significant contribution to the School's and the English Department's co-curricular programme.
- To be accountable to the Headmistress and to perform such duties as she may reasonably direct, including some duties out of school hours.

##### Key Responsibilities

- To maintain high levels of engagement and enjoyment of English in KS3 and KS4.
- To support and encourage all pupils to reach their full potential in English.
- To deliver stretching and inspiring lessons that facilitate progress for all pupils.
- To actively monitor pupil progress, complete regular assessments and to complete reports.
- To undertake regular marking of pupils' work.
- To develop and share resources within the department, including schemes of work.
- To promote English throughout the School and support recruitment for A level.
- To play a role in school trips and activities, particularly those centred upon English.
- To take opportunities to make cross-curricular links and contribute to event days.
- To contribute to the holistic education of pupils and to foster understanding and respect of fundamental British values.
- To attend and contribute to department meetings.
- To share in responsibility for maintaining department noticeboards and displays.

##### Other Responsibilities

- Play an active role in the life of the School.
- Perform supervisory duties including occasional invigilation; supervising pupils at breaks and covering for absent colleagues.
- Attend school events including: assemblies, Masses, parents' evenings, school Insets, staff meetings and staff briefings.
- Keep up-to-date with Health and Safety requirements and ensure they are put into practice.
- Assist in the supervision of English revision and support groups from time to time.

##### Pastoral Responsibilities

- To act as a Form Tutor and to carry out the duties associated with that role.
- To contribute to, and occasionally lead the delivery of PSHEE, assemblies and whole school events.