



Hurtwood House

Job Description – Teacher of English

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main duties and responsibilities:

- Promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact
- Under the direction of the Head of Department, plan and prepare courses and lessons that reflect the requirements of the scheme of work
- Teach, according to their educational needs, the groups assigned to you, including the setting and marking of work
- Implement fully the marking and assessment policies of the English department
- Set work which can be graded each week, if possible incorporating a weekly test or essay
- Inspect all student files at least once a term and insist they are kept in good order
- Promote the general progress and well-being of students in your care
- Provide individual help for students as required
- Provide students with guidance on educational and social matters relating to their studies and future careers
- Maintain good order and discipline with your students both inside and outside the classroom
- Provide a detailed report on each student each term
- Communicate and consult with parents and other persons or agencies outside the school as required
- Participate in arrangements for preparing students for their external examinations including marking and recording non-examined assessment if appropriate
- Participate in meetings, particularly the Monday staff meeting, weekly department meetings and any meetings with parents
- Participate in any arrangements for further training and professional development
- Review methods of teaching and programmes of work
- Keep all teacher materials up-to date
- Work closely with the Head of Department and assist with the preparation and introduction of new courses and schemes of work
- Promote English within the school and contribute material to the school website
- Take good care of your teaching space and all teaching materials provided by the school
- Stand in for a colleague should he/she be away
- Set work for your classes if you are away from school for any reason
- Participate in supervisory duties, sporting or other activities during the afternoons
- Drive students to school in the morning and to activities in the afternoons and back to the Houses in the evening provided you have the appropriate licence
- Take responsibility for the progress, development and welfare of a tutor group, to include tutorials each Monday evening
- Safeguard the Health and Safety of students in your care
- Invigilate if asked to by the SMT
- Dress appropriately at all times – the male dress code includes a tie
- Carry out general duties and responsibilities as deemed reasonable by the SMT



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Person Specification – Teacher of English

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	A good degree from a recognised university either in the UK or overseas.	A PGCE or equivalent teaching qualification. A qualification in pastoral care.	Production of the Applicant's certificates
Experience:	Some experience of teaching GCSE and A Level English Literature in a recognised school or college. Familiarity with the EdExcel A Level English Literature and IGCSE English specifications.	A proven record of exam success. Attendance at regular INSET training meetings in English Literature. Experience as an examiner or moderator for one of the examination boards. Experience in a pastoral role.	Contents of the Application Form Interview Professional references
Skills	Effective communication skills with both staff and students. Strong written English and good ICT skills. Proven organisational skills. The ability to show initiative within the framework of a strong and supportive team. An outstanding performer in the classroom. A willingness to utilise and develop departmental teaching resources.	IT literacy. A clean driving licence. A D1 minibus licence or a willingness to obtain one. A commitment to residential duties (an allowance is available for this). A commitment to becoming involved in the extracurricular activities of the school.	Contents of the Application Form Interview, demonstration lesson Professional references
Knowledge	A good working knowledge of the EdExcel A Level English Literature and IGCSE English specifications. A thorough understanding of the UK examination system. A sound knowledge of the English Literary canon.	Familiarity with Microsoft 365 suite, including Office, Teams and Sharepoint. An awareness of the statutory requirements of Health and Safety.	Contents of the Application Form Interview Professional references
Personal competencies and qualities	The motivation to work with children and young people. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. A positive attitude to the use of authority and maintaining discipline. Stamina and good health. A willingness to take part in and support departmental visits.	A good sense of humour. A calm demeanour. A perceptive understanding of teenagers and their needs and expectations. A flexible approach to teaching and a willingness to learn. An intellectual interest in English and a passion for the subject and all it offers. An even handed approach in all matters.	Contents of the Application Form Interview Professional references