



JOB DESCRIPTION

Job Title:	Teacher of English	Department:	English
Hours of Work:	Part time, Term Time		
Responsible To:	Head of English	Responsible For:	N/A

Summary of Role:

The English Department at Woldingham is a place of dynamic cultural engagement, literary stimulation, creativity and academic achievement.

English is a core subject for students in Years 7 to 11, and all students are grouped in sets according to their ability. In Key Stage 3, English courses are literature based, but also incorporate key creative writing skills. In Key Stage 4, all students study IGCSE English Language (Edexcel 4EA1) and IGCSE English Literature (Edexcel 4ET1), and they consistently achieve excellent results. A wide range of teaching and digital resources are available for all year groups.

At Sixth Form, we follow Edexcel's English Literature course (9ET0). A good proportion of the Sixth Form students study English at A Level, with many going on to read English or a literature-based course at university. .

At all key stages we seek to extend students' experience of the English curriculum beyond the classroom with activities such as literary societies and clubs, theatre trips and other external visits. .

Our facilities and resources for teaching English are very good, and there is a dedicated suite of classrooms with a departmental office. The Department receives a generous allowance for the purchase of books, resources and equipment, and each English classroom has a touchscreen interactive whiteboard.

Specific Responsibilities:

1. To teach classes as allocated by the Head of Department.
2. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
3. To prepare relevant classes for public examinations at GCSE and A Level, according to the specifications listed above.
4. To manage pupils' behaviour and promote a positive working atmosphere in lessons by following departmental and school policies.
5. To set, mark and assess work, record assessments and write reports according to departmental and school schedules and policies.
6. To write and mark examination papers as directed and prepare mark schemes when necessary.
7. To support the Department's work by contributing to initiatives and taking on administrative responsibilities which are reasonably allocated by the Head of Department.
8. To contribute to the co-curricular programme.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • A well-qualified graduate with a degree in English or a closely related subject • The ability to teach English up to A Level • To undertake supervisory duties 	
Personal Behaviours	
<ul style="list-style-type: none"> • An excellent communicator and someone whose passion for the subject inspires students • Excellent organisational skills • The ability to work as part of a team in a busy department 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Someone willing to make a contribution to the enrichment provision offered by the department • Someone who is willing to participate in the busy life of a boarding school • Able to operate at the heart of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • A satisfactory Enhanced Disclosure from the DBS 	