



SALESIAN COLLEGE FARNBOROUGH

Job Description

TEACHER OF ENGLISH

Job Title: Teacher of English

Allowance: MPS

Line Management: Reports to Head of English

Applications are invited from both experienced teachers and those new to the profession to join a strong and successful English Department. For an NQT, statutory induction and full support is provided.

Employment Duties:

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The College and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

Details of the Position:

There will be a vacancy for a full-time Teacher of English from September 2012. The successful candidate should be a well-qualified graduate, capable of teaching the subject to 'A' level. There may be the possibility of a position of responsibility within the Department for a suitable candidate.

The English Department at Salesian College Farnborough is looking for a full-time teacher of English for September 2012. The Department is presently staffed by four full-time and one part-time teacher. The Department is very experienced and achieves exceptional public examination results. We frequently achieve examination performances at GCSE and A level which are commended by our examination boards, AQA and Edexcel. This position represents an excellent opportunity for a teacher looking to further his/her experience and to develop his/her professional expertise.

The successful candidate will be able to teach English throughout the 11 to 18 age range. GCSE English Language and English Literature teaching will be required, but it is also possible

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some AS English Literature (Edexcel) teaching will be available for a suitable candidate. It may be possible for a new member of the department to share the teaching of a Lower Sixth group with the Head of Department. A level English Literature is a very popular subject with approximately half of all sixth formers opting for it.

The English Department is housed in five specialist classrooms. Each classroom is equipped with a Smartboard and projector. All the English teaching rooms have networked computers with internet access. Schemes of work for all levels can be accessed from the English shared areas on the data base and used directly in class.

Maximum form size is twenty-six but with setting from Years 8 to 11 the average size of a teaching group is about twenty-two. The department possesses an extensive video and DVD collection which is partly housed in the English Office. Almost all other audio-visual material is on the school system and can be accessed directly from classrooms. The department also has a book store-room where sets of books are kept when not in use, and is well-resourced in terms of books and budget.

The English Office is the administrative centre of the department. This office houses a pc with internet and school network access, archive DVDs and videos, examination papers and coursework, and a range of professional publications. There are internet access points for laptops which are issued to all teachers. The office is also available to all members of the department as a quiet room for marking and preparation.

All Year 7 students are entered for the English Speaking Board examinations every summer. The department also organizes an inter-house public speaking competition in the Christmas and Easter terms. Teams of boys also take part in debating and public speaking competitions. Regular theatre trips take place. This year Year 7 have attended a production of *War Horse* at the National Theatre, Year 9 will visit the Globe Theatre in May and Year 11 have just attended a performance poetry day by the GCSE Anthology poets.

We are looking for a dynamic teacher who can inspire our students with his or her knowledge, commitment and humour.

Particular Responsibilities:

The duties of Teacher of English at Salesian College include:

- To teach a timetable as allocated.
- To set and mark homework as designated by College Policy.
- To teach English within the English Department, and to, wherever possible, instil a love of the subject and an enthusiasm for discovery in the students.
- To teach the subject up to GCSE (with the possibility of A-Level teaching).
- To assist with the smooth running of the department.
- To assist with day-to-day departmental administration and documentation.
- To assist with evaluating and monitoring the work of the department.
- To assist in the production of suitable schemes of work for all year groups.

- To assist the Head of Department in the implementation of new curriculum developments as agreed with the Headmaster, Deputy Headmasters and Assistant Headmaster.
- To assist with the production of internal examinations.
- To ensure that good records are kept illustrating the progression of each student within your teaching groups.
- To manage resources efficiently and effectively.
- To be aware of all Health & Safety issues relating to the Faculty and to exercise due regard to current Health & Safety regulations.
- To promote the continued development of the use and provision of ICT within the department and the College.
- To assist with visits to places of educational interest related to the subject.
- To attend INSET courses in order to further professional development
- To attend Staff and Departmental Meetings.
- To assist with the preparation of work for absent departmental colleagues who have been unable to do so.
- To carry out such duties as reasonably requested by the Headmaster, Deputy Headmasters, Assistant Headmaster or Head of Department.
- To cover for absent colleagues when requested to do so.
- To give written reports on the progress of students at mid-year, end of year or at any other time, as requested by the Headmaster, Deputy Headmasters or Assistant Headmaster.
- To attend parents' evenings and any other occasion sanctioned by the College, e.g, New Parents' Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook, and to support College policies as approved
- To support the daily life of Salesian College.

The job description will be reviewed at the end of each academic year or earlier, if necessary. It may be amended at any time after consultation.