



The Banda School

JOB DESCRIPTION

UPPER SCHOOL (Years 5 – 8)

TEACHER OF ENGLISH

Each academic department is headed by a Head of Department, who is responsible for the syllabus and the overseeing of teaching in that subject.

Subject teachers are often involved in one or more departments and their role is to provide specialist subject teaching from Year 5 to Year 8 depending on the department.

Main Duties:

- To take responsibility for planning and implementing appropriate work programmes for all pupils in the designated class, within the framework of national and school policies.
- To support and drive the ethos, aims and values of the school.
- To maintain and use assessment records and report on pupils' progress to staff, and to parents and carers, in accordance with school policy.
- To foster an enthusiasm for reading amongst all pupils.
- The ability to teach Drama, Games or a second subject could be an advantage.

Responsibilities:

- To plan work for classes in accordance with national and curriculum policies and in cooperation with the Head of Department, to ensure that the pupils experience a broad, balanced, relevant and stimulating curriculum relevant to the age group being taught.
- To liaise with the Head of Department and other members of the Department concerning curriculum, schemes of work, teaching methods etc. to provide continuity and uniformity within the Department.
- To follow and implement school policies and procedures.
- To ensure that the learning experience matches the individual needs of the pupils in your classes – giving each child an opportunity to achieve to the best of his/her capability.
- To evaluate your teaching and use this evaluation to improve and develop teaching strategies.
- To make appropriate educational provision for pupils with learning difficulties and for those children with EAL, with support from The Banda's Learning Development Centre.
- To create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline.
- To provide well-planned, creative and engaging learning experiences for pupils.
- To maintain a high standard of display and a stimulating environment, in the classroom and in other areas of the school.

- To liaise with parents concerning pupils' academic progress and attend Parents' Meetings to discuss the academic progress of pupils.
- To write detailed reports on each pupil when required.
- To perform duties, as requested by the Headmaster, for supervising the pupils outside the classroom; for example, at break or lunch time.
- To cover for any colleague who cannot attend school for any reason and to provide cover work for colleagues when absent from school.
- To attend regular staff meetings and insets, before, during and after school hours, when required.
- To run a Co-Curricular Programme activity once a week and assist in sporting, dramatic and musical events when required.
- To be committed to the school's Continuing Professional Development programme.
- To maintain professional levels of conduct and uphold the school's dress code.
- In addition to the above, a Subject Teacher in the Upper School may also be a Form Tutor in charge of a class and be required to perform all of the associated duties.

The duties outlined in the job description may be modified by the Head, with your agreement, to reflect changing needs of the School.



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PERSON SPECIFICATION - TEACHER OF ENGLISH

The applicant needs to:

- Possess a degree or equivalent teaching qualification.
- Have experience of working in British Curriculum Schools.
- Possess the desire to be fully involved in all aspects of the life of a leading preparatory school.
- Be pro-active as a part of The Banda School team.
- Possess a love of English teaching to children of all abilities and passion for the development of academic excellence.
- Be able to build good relationships with parents and families.
- Be able to build good relationships with colleagues.
- Be able to create a stimulating and engaging learning environment.
- Be able to use initiative, show flexibility and be adaptable.
- Be punctual and use time appropriately.
- Be a good communicator with adults and children.
- Show good organisational skills.
- Show a competent level of written English.
- Be experienced in using ICT in teaching, as a tool for research and for communication.
- Present a clean Certificate of Good Conduct or International Child Protection Certificate (ICPC).
- Safeguard and promote the welfare of the pupils.
- Keep up to date with educational developments and be committed to continual personal and professional development.

The post holder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.