



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

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

Role title:	Teacher of English and Drama
Reporting to:	Head of English and Head of Drama (as applicable)
Summary of the role:	A well-qualified English teacher with a firm grounding in the teaching of English Literature and an understanding of how to inculcate students with both a love of reading and the skills to write in a wide variety of registers. The ability to teach Drama to at least KS3 is essential. The candidate appointed will be able to teach students of a wide range of ability from Year 7 to A Level, joining a very experienced team in a well-resourced department with a proven record of success.
Line management responsibility for:	
Main duties and responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Teaching a full timetable across the age range from 11-18 as allocated by the Heads of Department, following whole school and departmental policies. • Ensuring that you meet the entitlement of all students to have access to a rigorous learning experience, which is differentiated to their needs. • Recording and assessing regularly students' work, giving supportive, instructive feedback with specific targets for improvement. • Attending Parents' Evenings, INSET and Open Days as appropriate. • Maintaining full regularly entered records of student performance and using these records to inform both teaching and feedback for parents. • Using data from the tracking system to monitor and maintain progress, and setting appropriate academic targets. • Writing full academic reports in accordance with College guidelines, displaying an awareness of each student as an individual and providing helpful advice for future progress. • Liaising effectively with colleagues within the departments by freely sharing good practice and resources. • Embracing being part of a supportive team through a programme of frequent lesson observation. • Contributing imaginatively and helpfully to departmental discussions on policy and practice. • Contributing to the departmental development of the curriculum and organisation of resources and to the review of whole school policies. • Maintaining standards of student behaviour and discipline within the classroom and elsewhere in school. • Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in the classroom. • Being responsible for ensuring that St. Edmund's College H&S policy is implemented in all lessons.

	<ul style="list-style-type: none"> • Contributing generously to the co-curricular provision of the English and Drama departments be it through involvement in societies, the running of cultural trips, and the direction of plays or through new initiatives. • Contributing to the provision of student enrichment activities within the College.
Line management duties and responsibilities	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Departments. • Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook. • The post holder may be required to work outside of normal school hours on occasion with due notice.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.