



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
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Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	KS3 & 4 English Teacher
Hours of work:	0.50 FTE
Remuneration:	Up to 36k FTE
Responsible to:	Head Teacher
Start Date:	September 2024
Main Responsibilities:	To carry out the professional duties of a teacher, in accordance with the school's policies, under the line management and direction of the Headteacher. Teaching • Teaching, planning and preparing courses and lessons on English to KS3/4, GCSE. • Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere. • Assessing, recording and reporting on the development, progress and attainment of pupils. Assessments and Reports • Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils. Appraisal • Participating in any arrangements that may be made for Performance Management. Further Learning and Development • Reviewing from time to time your methods of teaching and programme of

work.

- Participating in arrangements for your professional development.

Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

Discipline, Health And Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Staff Meetings

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

Public Examinations

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions.

Other Activities

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.

	- Communicating and co-operating with persons or bodies outside the School. - Participating in meetings arranged for any of the purposes described above. - Accompanying pupils on trips away from the School. - Maintaining and monitoring display work in appropriate areas of the School. - Due to our small size, academic departments usually consist of a single member of staff. It is desirable that the successful candidate has experience of writing detailed schemes of work or the capacity to do so. The duties and responsibilities of a teacher may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development. This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as Wellow House School requires from time to time.
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Monitoring, Assessment, Recording, Reporting, and Accountability	Co-curricular responsibilities: - Teachers are expected to make a regular contribution to the co-curricular life of the School, through involvement in extra-curricular clubs, societies and activities and through attendance on academic, pastoral and co-curricular school trips. Pastoral responsibilities: - All members of staff are Form Tutors. - Duties include registering the Form Group each morning, monitoring their attendance and initial stages of pastoral and academic welfare, teaching PSHE, attending staff and welfare meetings as required, and attending assemblies with your Form Group.
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Professional Standards & Development	All teachers are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the School and its development plans when planning Continuing Professional Development. Wellow House School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions, Initial Teacher Training sessions for those in the early stages of their career and regular whole- school inset designed to ensure teachers are up-to-date with statutory training in a variety of areas.
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Person Specification

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

Criteria	Essential	Desirable	Method of Assessment
Qualifications	A good honours degree relevant to the teaching aspects of the role A recognised teaching qualification, eg a PGCE, QTS	Further subject-related qualifications.	Production of the Applicant's certificates

Experience	Experience of Teaching to KS3 and GCSE level.	Has worked within a school environment.	Contents of the application Form Interview Professional references
Skills and Abilities	Growth mindset with excellent communication skills Resilience and determination The ability to be creative and innovative. A reflective practitioner with strong organisational skills and the ability to meet deadlines		Contents of the Application Form Interview Professional references
Knowledge	Capable of teaching KS3 and GCSE.		Contents of the Application Form Interview Professional references
Personal competencies and qualities	Professional and efficient and approachable To enjoy children's company and enjoy working with them Honest and reliable with willingness to learn & adapt Motivational and inspirational		Contents of the Application Form Interview Professional references