

## WYKEHAM HOUSE SCHOOL

### **JOB DESCRIPTION**

<b>Position</b>	<b>TEACHER OF ENGLISH – KS3 and KS4</b>
<b>Responsible to</b>	<b>THE ACTING HEAD OF THE ENGLISH DEPARTMENT</b>
<b>Post</b>	<b>This is a temporary maternity cover part-time appointment (about 75-80%)</b>

### **Key Responsibilities**

- To teach within KS3 and KS4 and to prepare pupils for external examinations, as appropriate.
- To share responsibility for the marking and moderation of GCSE coursework.
- To keep in close contact with the Head of English whilst she is on maternity leave for continuity of teaching.

### **Key Tasks**

- To foster and develop positive attitudes towards English within the School and be willing to be involved in cross-curricular links with other subjects and other Key Stages, as appropriate.
- To maintain subject knowledge and curriculum changes by attending in-service training and other staff development courses in liaison with the acting Head of English.
- To assist the acting Head of English to review schemes of work.
- To mark pupils' work regularly to give meaningful guidance to girls on how to improve their work.
- To use assessments and marking to inform planning.
- To complete departmental records on pupils' results and progress.
- To liaise with the Learning Support Co-Ordinator about the progress of pupils taught.
- To report to parents through written reports and Parents' Evenings.
- To attend English Department meetings as scheduled.

- To attend staff meetings as appropriate.
- To keep acting Head of English and Form Staff informed of matters related to subject involving tutor groups.
- To report Health and Safety issues to the acting Head of English and/or the Health and Safety Officer.
- To assist with the organisation and staffing of extra-curricular visits and English events within School.
- To attend other School events, such as Open Days, where appropriate, in liaison with the acting Head of English.
- To undertake staff duties as required.
- To undertake any other duties as reasonably requested by the acting Head of English or by the Deputy Headmistress or Headmistress.