

ENGLISH TEACHER

Northfields is currently seeking to hire a temporary English Teacher to work in the preparatory school (Year 6). The potential candidate will be covering the second and third term of its academic year 2018 – 2019.

The teacher would be responsible to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of Senate and the Senior Management Team.

You will also be expected to demonstrate a thorough curriculum knowledge, effective teaching and assessing practices, engagement in continuing professional development and facilitation of high student achievement.

The potential candidate will have a line reporting to the Head of Preparatory School.

KEY RESPONSIBILITIES

Planning, Teaching and Class Management

- Teach allocated students by planning their teaching to achieve progression of learning through: identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and challenging expectations;
- setting clear targets, building on prior attainment;
- being aware of and make provision for students who have particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to students, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, ICT and other sources;
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- liaising with the Head of Faculty to ensure the implementation of department policy and best practice;
- contributing in curriculum development and helping to identify clear targets and success criteria for ongoing development and / or maintenance;

- contributing to PreCAS lessons according to school policy.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, faculty and school procedures;
- prepare and present informative reports to parents;
- participate in Parents Evenings to provide relevant and constructive feedback to students and parents on achievement and progress

Pastoral Duties

- be a Class Tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Class Tutor Group as a whole;
- liaise with the Heads of School to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of action plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students after consultation with appropriate staff;
- contribute to PSHE according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- endeavour to give every student the opportunity to reach their potential;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;

- contribute fully in faculty and inter-house events;
- take part in marketing and information activities such as Open Days, Information Evenings and other events;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and other members of the learning community.

The successful candidate should possess the job specification as outlined below:

EDUCATION

- University degree (Bachelor's degree or higher) in English
- Post Graduate Certificate of Education (or equivalent)

EXPERIENCE

- Experience in teaching students aged 9,10 & 11
- Ability to teach English (Cambridge, UK) & Maths
- Successful working relationships with students, staff & parents
- Experience in cross curricular initiatives / projects
- Experience of monitoring classroom performance across school

SKILLS

- Demonstration of in depth subject and curriculum knowledge
- Consistently plan and deliver structured lessons that enable all learners to progress academically
- Excellent ICT skills
- Communication skills
- Interpersonal skills
- Collaborative skills
- Creativity and presentation skills

Please send full CV and cover letter to careers@northfieldsinternational.school by 14th December 2018.