

Newlands Girls' School

Courage Commitment Compassion

Headteacher: Miss J. Capon



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Farm Road, Maidenhead, Berks SL6 5JB

TEACHER OF ENGLISH (Job Description)

TEACHERS' MAIN SCALE OR UPPER PAY SCALE + OLF

We are seeking to appoint for April 2024 a teacher to join the English and Media Studies Department.

Curriculum

English groups are set by ability at Key Stage 3. Pupils study a range of texts within a variety of different genres. At Key Stage 4, students follow the AQA GCSE English Language and Literature specifications. The three

A-Levels offered at Key Stage 5 are English Language, English Literature and Media Studies

Title of Post: Teacher of English

Responsible to: in the first instance, the Head of English and ultimately to the Headteacher.

Duties will include:

English Department:

- 1) Contributing to the teaching of the KS3, KS4 and KS5 English and Media Studies courses where appropriate.
- 2) The planning and preparation of lessons together with associated homework to meet the needs of all learners.
- 3) Monitoring and supporting the progress of students in designated classes.
- 4) The regular marking, assessment and record keeping of work in accordance with school and departmental policies.
- 5) Keeping up to date with changes in the English curriculum and where appropriate Media Studies.
- 6) Undertaking such responsibilities within the department as the Head of Department may reasonably require.

Whole School:

- 1) Attendance at Staff Meetings, Pastoral, Curriculum Development Meetings and Parents' Evenings.
- 2) Attendance at statutory in-service training days and twilight sessions.
- 3) Supporting the implementation of whole-school policies in areas such as positive behaviour management, homework, health & safety and Safeguarding.
- 4) Undertaking appropriate pastoral responsibilities as required.
- 5) Participation in the School's arrangements for Performance Management.
- 6) Undertake the duties of a Form Tutor with a year based tutor group.
- 7) Such other duties as the Headteacher may reasonably require.

It is important to remember that Safeguarding is everyone's responsibility and our top priority as educators.



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

