



### Job Description

Role Title	<b>GCSE English Teacher</b>	
Reporting Relationships	Class Teachers and School Administrator	Line Manager: SMT and trustees
Location	Ringwood Waldorf School	
Role Purpose	<p>This post represents an opportunity to join Ringwood Waldorf School. You will teach, assess and support students to fulfil their GCSE English requirements. The post holder will ensure the needs of our learners come first and that every learner will be provided with opportunities to achieve their full potential within a safe, stimulating and supportive environment. You will be required to deliver high quality learning and teaching ensuring that you are maintaining standards expected by the school, awarding and professional bodies, industry, stakeholders and learners. You are expected to develop appropriate teaching techniques and materials which enable all learners to achieve their full potential and take account of educational initiatives.</p>	

### Role Accountabilities

Key Accountabilities	Key Activities
1. To teach GCSE English to Upper School Classes	<ul style="list-style-type: none"> <li>• To plan, prepare and deliver high quality English teaching which meets curriculum requirements per class age as according to the GCSE English Curriculum.</li> <li>• Foster class/age appropriate learning and comprehension of English</li> <li>• Undertake appropriate preparation, syllabi, study and training as necessary for the effective delivery of the curriculum expectations</li> <li>• Plan sequential curricula, with each year's course of study building upon previous year's GCSE work and toward the following year's work, expectations and examination.</li> </ul>



<p>2. Ensure an effective monitoring mechanism is in place per class to ensure the ongoing achievement of yearly curricular and GCSE expectations</p>	<ul style="list-style-type: none"> <li>● Supervise, manage and assess the class children in accordance with their age and abilities</li> <li>● Create age/class appropriate assessments and evaluate their attainment accordingly</li> <li>● Provide individual subject reports as and when required</li> <li>● Provide assessment results/teaching update to the School Management Team as required</li> <li>● Be responsible for the appropriate administration of exam entries for the course/subject and liaise with external awarding bodies as appropriate</li> <li>● Participate in standardisation/verification and moderation if required</li> <li>● Ensure provision is aligned with best practice nationally</li> <li>● Represent the school as required.</li> </ul>
<p>3. Perform class subject statutory requirements</p>	<ul style="list-style-type: none"> <li>● Responsible for electronic record keeping in accordance with statutory and school requirements</li> <li>● Manage classroom behaviour in accordance with the school pupil code of conduct</li> <li>● Adhere to safeguarding legislation and school policy at all times</li> </ul>
<p>4. Maintain an involvement in the wider teaching staff and community initiatives and adhere to all school policies and procedures</p>	<ul style="list-style-type: none"> <li>● Communicate regularly and constructively with peers, administrators, students and parents</li> <li>● Contribute to the teachers in deliberations and collaborative efforts as relevant</li> <li>● Attend Teacher meetings and other school meetings as appropriate</li> <li>● Adhere to the school's policies, procedures and support their implementation including but not limited to the Code of Conduct and the ethos, principles and objectives of the school and teaching staff including safeguarding.</li> </ul>



<p>5. Perform other responsibilities as and when required</p>	<p>Either in a timetabled capacity, or adhoc from time to time, including but not limited to:</p> <ul style="list-style-type: none"> <li>● covering for absent colleagues if deemed appropriate; provide break time cover/supervision</li> <li>● Provide learning support to individuals or groups of students</li> <li>● Teach other lessons according to skill set and needs of the school</li> </ul>
<p><b>QUALIFICATIONS / SKILLS</b></p>	
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>● Demonstrate an ability to teach the required GCSE curriculum to the required age groups</li> <li>● Ability to build rapport, engage young people and inspire with their enthusiasm for learning.</li> <li>● Strong subject knowledge.</li> <li>● Perform to the highest standards of professionalism, collegiality and personal conduct.</li> <li>● Strong classroom presence and behaviour management skills</li> </ul>
<p><b>Education and Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Qualification in English to Degree or Diploma level</li> <li>● Qualification in English education preferred</li> <li>● Preferably Waldorf trained but not essential</li> <li>● Experience in teaching GCSE classes preferred</li> </ul>
<p><b>Job Specific Technical Skills</b></p>	<ul style="list-style-type: none"> <li>● Detailed planning and strong organisational skills.</li> <li>● Excellent communication skills</li> <li>● Computer literate</li> <li>● Knowledge of MACs and Google Drive an advantage</li> </ul>