



## Job Description

### English Teacher

#### About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally and the school is noted for its exceptional onsite equestrian centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

The Department actively promotes a wide range of public speaking activities inside and outside school. It also organises activities for events such as World Poetry Day, World Book Day, National Poetry Day and *Globeducate* reading initiatives. The Department is well-resourced with a wide range of material to promote a love of the subject and engage students. Staff work closely with the Learning Resources Centre Supervisor in organising and sharing resources. Teaching staff have dedicated teaching rooms and easy access to two computer suites.

#### The Role

Job Title:	English Tutor
Responsible to:	The Head of English

#### English Teacher

##### Key Responsibilities

- Plans, prepares and teaches effective lessons meeting the educational needs of all the pupils by:
  - Following the requirements of the School curriculum;
  - Making full use of all the teaching resources available including information technology;
  - Setting and marking pupils' work including coursework and exams within the specified deadlines;
  - Report, through periodic progress assessments and reports, on pupils' progress, attainments and efforts in accordance with school policy;
  - Supporting and preparing pupils thoroughly for public examinations;

- Reviewing the results of internal and external examinations and making appropriate changes to improve individual and overall results.
- Maintains accurate records of pupils' progress for external and internal use by writing assessments, reports and testimonials in a fair, consistent and timely manner.
- Communicates effectively with pupils, parents and colleagues by responding promptly to letters and queries and by attending relevant meetings, parents evening and other events.
- Supports colleagues and the Head of Department by covering absences, developing new courses and teaching methods, offering ideas, sharing experience and assisting with general administrative or other reasonable tasks.
- Assists in maintaining the discipline, neat appearance, good behaviour, health and well-being of pupils on and off school premises by implementing school policies.
- Participate in the delivery of the school's pastoral and academic tutorial system.
- To be a form tutor and perform house tutor duties – separate job descriptions exist.
- Supports and implements fully School policies by:
  - attending relevant training and development programmes
  - undertaking boarding duties (as agreed with the Head) and extra-curricular programmes
  - supporting the marketing programme
  - representing the school in a professional manner.
- Supporting events outside normal school hours, e.g. ISODE, concerts, open mornings, etc.
- Carry out relevant duties according to the duty rota
- Participate in the School's appraisal programme.
- Undertake such tasks, within the Department, that the Head of Department might reasonably request

### **Skills required**

- Is determined to complete a task or action and get the job done on time and to the appropriate quality.
- Communicates clearly orally and in writing according to the needs of different people and their differing requirements (pupils, parents, colleagues, members of the public);
- Shows good judgment in a range of situations;
- Gathers, analyses and evaluates information to achieve the best outcome;
- Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively;
- Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity;

- Manages own time and information in an effective manner and makes best use of resources available;
- Is adaptable, flexible and resourceful and able to respond to, and manage, change;
- Represents the department and school in a professional manner.

*The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.*