



Hebron School,  
Ooty, TN, India

## Job Description: English Language and Literature Teacher

<b>Job Title:</b> English Teacher	<b>Department:</b> English
<b>Reports to:</b> HoD English	<b>Effective Date:</b> August 2025
<b>Location:</b> Ooty, TN, India	

**About Hebron:** Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

### Job Summary:

Hebron School, Ooty, values English Language and Literature as a cornerstone subject, essential for academic success and personal development at both IGCSE and A Level. The English Teacher should be a passionate and experienced teacher of English Language and Literature who can effectively teach Middle School, IGCSE and Advanced Level courses. The successful candidate will contribute to our students' achievement in Cambridge International Exam Board's examinations for English Language and Literature IGCSE and A Level, fostering a love for language and literature.

### Responsibilities:

#### 1. Curriculum Delivery:

- Plan and deliver engaging, well-structured lessons that align with the IGCSE and A Level English Language and Literature syllabus.
- Cater to the diverse abilities of students to ensure meaningful learning experiences.

#### 2. Classroom Management:

- Create an inclusive and positive learning environment that encourages active participation, respect, and collaboration among students.

#### 3. Assessment and Progress Monitoring:

- Assign homework according to policy and student ability, assess performance through various evaluation methods, provide timely feedback, and track academic progress.

#### 4. Pastoral Care:

- Demonstrate care and support for students' growth and well-being, collaborating with the Head of Department and Learning Support for students with special educational needs.



**5. Encourage Critical Thinking:**

- Stimulate critical thinking, open-mindedness, and the application of knowledge through meaningful discussions and activities.

**6. Extra-Curricular Activities:**

- Actively participate in, organise, or lead relevant extracurricular activities that enhance students' learning experiences in English Language and Literature.

**7. Professional Development:**

- Stay updated with developments in English Language and Literature education, engage in professional dialogue, and support colleagues in enhancing student learning outcomes.

**8. Department Resources & Meetings:**

- Maintain materials and contribute positively to departmental meetings and school policies related to English Language and Literature education.

**9. Continuous Improvement:**

- Contribute recommendations for school improvement in English Language and Literature education.

**10. Parent-Teacher Communication:**

- Establish effective communication channels with parents and guardians to discuss academic progress and address concerns.

**11. Collaboration:**

- Collaborate with faculty members to provide an integrated educational experience for students across subjects.

**Requirements and Preferences:**

- Confidence and competence in teaching English Language and Literature at the I/GCSE and/or A Level curriculum, preferably for international students.
- Cambridge International Exam Board's examinations for English Language and Literature IGCSE and A Level experience.
- Bachelor's/Master's degree in English Language and Literature or a related field; a higher degree is preferred.
- Qualified teaching certification.
- Proficiency in English for academic purposes.
- Ability to assess student work accurately.
- Respect for all members of the school community.
- Excellent communication and interpersonal skills.
- Passion for education, commitment to student development, and a nurturing attitude towards students' spiritual and emotional growth.



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**Preferences:**

- A passion for teaching English Language and Literature and a willingness to share that enthusiasm with colleagues and students.
- Experience teaching, I/GCSE and A Level English Language and Literature.
- Experience teaching high-achieving students and extending able students.
- Willingness to offer additional support to students outside normal teaching hours.
- Desire to actively participate in the school's extracurricular clubs and activities.

**Benefits:**

- Opportunities for professional development and growth.
- A supportive and collaborative work environment within the English Language and Literature department.
- The chance to contribute to the academic and personal growth of students in a diverse international school environment.
- A beautiful campus and access to excellent resources for teaching and learning.

**Other information (if any):**

Due to the pastoral needs of a boarding school, priority will be given to applicants who can be dorm parents as well as teach.

**How to apply:**

You can apply by submitting the [Preliminary Staff Application](#). For more details, please contact, Human Resource Assistant, at [hr@hebronooty.org](mailto:hr@hebronooty.org)