



THE CHORISTER SCHOOL

DURHAM CATHEDRAL

Job and Person Specification

Teacher of English (0.8 FTE) – Maternity Cover

Part time Maternity Leave Cover from Summer Term 2019

Job reference TCS2019/1

Responsible to: The Headmaster

Duties and Responsibilities include:

1. Teach English to Year 6, 7 and 8 classes.
2. Teach English up to and including Common Entrance and Public School Scholarship level.
3. Prepare children for Entrance exams, CASE and CE.
4. Prepare appropriate schemes of work, and plan differentiated lessons with awareness of children on the SEN and G&T registers.
5. Mark work regularly according to the expectations outlines in the Assessment Policy.
6. Help to organise English and Drama projects and events including World Book Day, National Poetry Day, the Public Speaking Competition, and a summer drama production.
7. Ensure the assessment and recording of each pupil's effort and attainment, and write reports.
8. To liaise between parents and staff maintaining excellent professional relationships with the whole school community.
9. To attend Parents/Staff meetings to discuss the work and progress of pupils in the school.
10. To assist in the provision of lesson cover for staff absence and participate in the duties rota.
11. To be an effective role model for the standards of behaviour expected of pupils.
12. To be a Form Tutor.
13. To promote the school within the context of Open Mornings, Chorister Experience Events and discussions with interested parties.
14. Attendance at and participation in training and development as required.
15. Participation in schemes of assessment, appraisal and review.
16. To have due regard for confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body.

Person Specification:

	Essential	Desirable
Qualifications	University degree and a recognised teaching qualification	
Experience	Experience of teaching KS3 English	Experience of teaching English to CE and scholarship level
Skills	Be an excellent teacher Confident and proficient in planning and preparing lessons appropriate to the needs of the pupils Excellent organisational skills Ability to work in a way that promotes the safety and well-being of children Sympathy with and readiness to support the school's educational ethos	Experience of leading curriculum subjects or projects in school. Be able to support and extend the extra-curricular life of the school
Personal qualities	Energy and commitment for the post The ability to work in harmony with colleagues Flexibility Be a role model to pupils, staff and the community	

Liaison:

1. To liaise with the Head and Deputy Head, as required.
2. To liaise with Heads of Department

From time to time there may be additional activities required of the post holder regarding duties in school. These will be with agreement with the Head and commensurate with the duties outlined above.

The Chorister School and its staff share a commitment to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS disclosure.

From the Headmaster: Mr Ian Wicks, B.Eng. (Exon); P.G.C.E

Email Mrs Chris Wright: p.a.toheadmaster@thechoristerschool

www.thechoristerschool.com