



JOB DESCRIPTION

Teacher of English – Maternity Cover



- The School:** Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.
- Job Purpose:** To teach English in the Prep School, liaising closely with the Head of English, teaching various age groups in the Prep and playing a full and active part in the life of the School.
- Hours of Work:** Full time (8am-6pm Monday to Friday plus a boarding duty)
- Salary:** Commensurate with experience
- Notice Period:** 1 term
- Reporting line:** Deputy Head Academic



Key Responsibilities

- Planning, preparing and delivering structured courses and lessons making references to all programmes of study and schemes of work that are in place, ensuring the intellectual needs of each child are taken in to account
- Teaching pupils assigned to you, aged from 7 – 13 according to their educational needs including the setting and marking of work (including examinations) to be carried out by the pupils in school or elsewhere
- Taking on a form teacher (registration/prep supervision) or tutor (pastoral/academic guidance) role as required
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters
- Making records and reports on the personal and social needs of the pupils
- Communicating and consulting with the parents of pupils where necessary
- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
- Be familiar with the individual learning needs of pupils on the SEN Register, regularly communicating with the SENDCo and following the guidance of Specialist teachers to ensure pupils with specific needs make best progress
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact
- Providing a stimulating working environment for pupils
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere, promoting the School's values and expectations
- Establishing good working relationships with all staff (teaching, administrative and support), liaising with them as necessary
- Taking a proactive part in the weekly duty teams including supervision of morning assembly/chapel, breaks, lunchtimes and departure plus one evening duty each week, assisting with the supervision of boarders and offering suitable activities in line with your own abilities and interests
- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements
- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments
- Participating in administration and organisational tasks related to such duties as are described above
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before during or after School sessions
- Adhering to the Twyford School Code of Conduct and Teachers' Standards



- Communicating and co-operating with persons or bodies outside the School as necessary
- Participating in meetings arranged for any of the purposes described above
- Accompanying pupils on trips away from the School
- Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Participating in any arrangements that may be made for teacher appraisal
- Reviewing from time to time your methods of teaching and programmes of work
- Participating in arrangements for your professional development
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations
- Building and maintaining co-operative relationships with parents and communicating with them on pupils' learning and progress
- Actively participating in one of four House groups, including internal competitions

It is impossible to list every task you may be required to undertake in this job description, and you may be asked to undertake any reasonable duties as may be required from time to time..

Note: This job description will be reviewed annually

Updated January 2022

Education, Training and Qualifications	Essential	Desirable
Relevant degree subject	X	
Qualified Teacher Status	X	
Recent participation in range of training relevant to the teaching of the subject (s)		X
Knowledge and Experience	Essential	Desirable
A track record of achievement and ambition	X	
Excellent subject knowledge	X	
Classroom teaching experience within the relevant age range (7 - 13)	X	
Experience of teaching within the independent Prep School sector		X
Experience of teaching to Common Entrance and Scholarship level.		X
An understanding of pupils' educational development	X	
Experience of planning for assessment	X	
Knowledge of effective teaching and learning strategies across the ability range	X	
A willingness to introduce and develop teaching and learning strategies which would enhance the educational experiences of the pupils	X	
An appreciation of local and national policies, priorities and statutory frameworks, especially those relating to the safeguarding of children	X	
An understanding of good practice relating to the safeguarding of children	X	
A willingness to participate in subject related activities which fall outside the regular school day	X	
Expert classroom management skills and rapport with pupils	X	
Teaching sport		X
Have an awareness of safeguarding legislation and a full commitment to safeguarding practice	X	
Good and effective IT skills	X	
Personal Attributes	Essential	Desirable
Excellent communication skills, both orally and on paper	X	
Excellent interpersonal skills	X	
Excellent IT skills	X	
Ability to prioritise time effectively and to plan ahead	X	
An ability to motivate and inspire pupils and colleagues	X	
Commitment, enthusiasm, integrity and reliability	X	
A willingness to take on responsibilities within the department if the opportunity arises	X	
Flexibility and a willingness to learn	X	
Ability to work collaboratively as a member within teams	X	
A caring, kind and approachable attitude, especially in relation to pupils	X	
A willingness to contribute to extra-curricular activities	X	
Love of working with young people	X	
Stamina, emotional intelligence and resilience	X	
Attitude, style and presence of a role model for pupils	X	