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## JOB DESCRIPTION

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<i>Job Title:</i>	Part-time Teacher of English
<i>Department:</i>	English Department
<i>Direct involvement with:</i>	HLC Staff and College pupils and parents
<i>Hours:</i>	Part-time (19 periods plus meeting / 0.54 Timetable) across 3 days
<i>Salary:</i>	Dependent on experience
<i>Job Purpose:</i>	An enthusiastic teacher is required from September 2025 or January 2026 to teach English to both GCSE and A level.
<i>Main Duties:</i>	<p><b>Teaching and Learning:</b></p> <p>Teachers will work alongside their Head of Departments to secure and sustain effective teaching, evaluate the quality of pupils' achievements and set targets for improvement for the pupils they teach. They will:</p> <ul style="list-style-type: none"><li>• be an excellent teacher and be passionate about their subject;</li><li>• promote the importance of improving and promoting teaching and learning to pupils, staff and parents;</li><li>• review teaching and learning with their HoD through lesson observations, pupil feedback and work scrutiny and from this contribute ideas for improvement;</li><li>• contribute to and develop high quality schemes of work as well as appropriate and effective short-term planning in collaboration with other members of the department;</li><li>• develop a range of differentiated teaching and learning materials which are regularly reviewed and updated;</li><li>• support their HoD with implementing strategies to improve teaching and learning within their department;</li><li>• ensure that the pupils that they teach are assessed, supported and tracked individually and consistently;</li><li>• report accurately and honestly, but with sensitivity, on their pupils' progress;</li><li>• set, mark and support their HoD with the analyse of internal examinations;</li><li>• attend departmental meetings, to discuss teaching and learning within their department and the wider school;</li><li>• liaise with the Head of Learning Support, Head of EAL and Heads of School as necessary;</li><li>• make appropriate and best use of support teachers in the classroom;</li><li>• encourage a positive learning environment;</li></ul>

- have a willingness to engage in professional development in order to remain up to date in their understanding of teaching and learning.

**Pastoral Responsibilities:**

- To carry out pastoral duties in accordance with the school's pastoral policies to ensure the safety and wellbeing of all our pupils.
- To ensure that each pupil is given the individual attention she requires.

**General Responsibilities:**

- To participate in appropriate meetings with colleagues and parents to facilitate the above.
- To undertake a share of general supervisory duties in accordance with the school's organisation of duty rotas.
- To contribute to the school's extra-curricular programme.

**Educational commitment:**

- Commitment to the School's Aims and Values.
- Commitment to the development of schemes of work which will promote the achievement of each individual pupil.
- Commitment to improving teaching and learning in the subject through research/development.

**Specific duties include:**

- Being fully aware of best practice relating to Safe Recruitment and Child Protection. Every teacher should be aware of how to contact the Child Protection Officer and should not hesitate in contacting the CPO about any concerns relating to a child's welfare;
- Attending regular department and pastoral team meetings and specific responsibilities, if requested within the department, e.g. leadership of a particular course, activity or club;
- Being present at full school gatherings including Taster Day events and Speech Day;
- Attending all Parents' Meetings
- Ensuring that expectations of dress, behaviour and work ethic are closely monitored and clearly communicated to all pupils.
- Teachers are expected to award rewards and sanctions in line with School Policy;
- Being aware of requirements for ISI inspections and contribution to updating of policies, documents, lesson plans as requested;
- Fulfilling the pastoral role of Tutor;
- Duties are outlined in the School's Statement of Duties for College teachers;
- It is expected that the Teacher will undertake a number of additional duties, from time to time, for the better running of the School as directed by the Principal. Such duties include additional prep supervision, attending events, supervision in boarding and involvement in Travel Day arrangements.

*Technology at HC:*

Harrogate Ladies' College is fully committed to enabling all girls to access technology to enhance Teaching and Learning, within a safe and secure environment. Bring Your Own Device (BYOD) was introduced in 2018 in the Middle School and Sixth Form at HLC. All girls can access their prep and digital resources remotely via OneDrive and MSTeams. Staff are expected to be fully supportive of the school's Digital Strategy, and where possible use technology to improve student outcomes. Computing, projector and

interactive whiteboard facilities are available within the department. Computer rooms are situated nearby and can be booked for use when needed.

*Person  
Specification*

- Experience in working with EAL pupils is desirable but not essential
- Ability to liaise with other teaching staff and work in co-operation with colleagues.
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress.
- Ability to assess, monitor and report on pupils' progress.
- Ability to communicate effectively orally and in writing.
- Ability to effectively manage, organise and control pupils' working.
- Ability to successfully encourage pupils to the highest standards of individual achievement.
- Ability to adopt flexible teaching and learning strategies.
- Ability to develop productive working relationships with parents.

***Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. Please note that the successful applicant cannot start in school until all pre-employment checks have been completed. The school is an educational charity and equal opportunities employer.***