



Hitchin Girls' School - Teacher of English & Media Job Description

Salary: Main Scale/UPS
Start: January 2027
Responsible to: Head of English and Media

Job purpose:

- The planning and teaching of effective lessons which ensure that each student is positively encouraged to develop their full potential
- To promote a positive culture for English and Media and a lively and enthusiastic atmosphere within the classroom
- The assessment of students in line with departmental and school policy
- To contribute to the development of English and literacy in the curriculum
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Key Responsibilities and Tasks

- To plan and teach lessons that are effective, creative, varied and appropriate to the needs of the students
- To utilise appropriate technologies in the classroom to ensure that learning is current, relevant and enjoyable
- To fully support the Head of Department and other departmental staff in continuing to raise attainment and achievement in English and Media
- To contribute to the review and development of departmental schemes of work and lesson materials with colleagues
- To ensure pupils are assessed in line with departmental and school policy
- To attend and contribute to department meetings and other meetings as appropriate
- To follow departmental policies and self-evaluation processes, and where necessary, contribute to their development
- To promote English and Media in the school and to help other staff to do so where necessary
- To maintain personal development and expertise by remaining up-to-date with current subject matter and initiatives, and accessing appropriate training
- To be a Form Tutor and undertake associated mentoring activities
- To contribute to wider school activities and initiatives.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.

This job description is to be performed in accordance with the School Teachers' Pay & Conditions and TDA standards for qualified teachers. These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school.

Teacher of English

Person Specification

The successful candidate will be able to demonstrate that they:

- Have excellent subject knowledge and a passion to teach

- To embody and demonstrate the school values in all aspects of the role.
- Are a successful classroom practitioner who can teach English to A Level
- Are able to motivate and inspire students to learn and have high expectations of them
- Are highly motivated and organised
- Have a variety of teaching and learning strategies that they can use effectively
- Have a commitment to promoting the use of technology within English
- Are able to maximise the achievement of all students
- Are able to work effectively as part of a team
- Are willing to contribute to the broader life of the school
- Are willing to contribute to the development of the school through their own professional development
- Have a sense of humour
- Are suitable for the Form Tutor role.