



## Teacher of English Language Job Description

**Title:** Teacher of English Language

**Responsible to:** Faculty Lead Languages; Head of Secondary

**Responsible for:** Secondary School English Language teaching

We seek a committed and inspirational Secondary School Teacher of English Language, with international experience of delivering the IB Diploma English Language A and ideally also International GCSE curriculums. The successful candidate will have aspirations to work collaboratively to take forward the quality of English language learning in Secondary School, in line with our ERV values and approaches to ensure a safe, engaging and happy learning environment for all students at ERV.

### Overview of Role

The Teacher of English Language is a collaborative member of the Faculty of Languages and responsible for the teaching of English Language and English in Secondary School to include: IB Diploma Standard and Higher Level English Language A; International GCSE English: Middle School English.

We are looking for a dynamic individual with international school experience in a multicultural environment, and a commitment to excellence through a caring, personalised and effective approach to learning and school life for our families and students. With the investments we have made in staffing, with a bespoke Language Lab for beginner students of English, and as a growing CIS-accredited school, we are looking for a candidate who can join our growing team to ensure quality and commitment in the teaching of English Language, as well as raising student engagement with the subject and real world application through inquiry based learning and passion for the subject.

ERV teachers are responsible for contributing to the delivery of the ERV Strategic Plan.

- Contribute to the education climate of the international school to system-wide achievement and quality; and to include the wider community in success
- Support the case for change in classroom education
- Bring accountability to all learners
- Contribute to local / disruptive curriculum design with a focus on 'green'
- Support assessment aligned to radical thinking for deeper learning, adaptive learning and authenticity
- Contribute to increasing the institutional capacity through classroom innovation
- Welcome partnerships, new approaches to learning and new pedagogy
- Develop young people as lifelong learners

All members of ERV are expected to be culturally sensitive and professional both in the school and the wider community of Gabon.



## Job Description & Duties

### Instruction

The English Language teacher is expected to provide quality instruction for the students at ERV in accordance with the school's established curriculum, school policies and expectations. ERV teachers:

- Actively realise the full potential of each student and promote ideals of excellence
- Establish a well-managed learning environment where active, individual learning and progress for all students is the norm
- Prepare and plan lessons in accordance with the school curriculum and maintain a schedule of lessons to be taught using an annual programme overview and unit plans
- Submit planning, attendance and assessment records to the relevant Coordinator and/or Head of Secondary as required
- Test, evaluate and monitor students' effort and achievement in accordance with the school's established assessment and grading procedures and adjust teaching strategies accordingly
- Set and mark homework on a regular basis, ensuring that qualitative and quantitative feedback is given to individual students
- Utilise non-teaching time during the school day for professional duties which include, but are not limited to, lesson planning, parent conferences, departmental meetings, marking, student meetings and breaktime duties
- Be familiar with student past academic records and address individual student needs as necessary. Contribute to the development of the school curriculum
- Monitor, advise and assist in the pastoral care of students
- Report student illness, accident or injury to the School Office or administration
- Develop professional practice by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies

### School Organisation

The English Language teacher is expected to work in a positive, professional, supportive manner and develop a collaborative and team approach to enable the school to achieve its stated philosophy and specific goals. Teachers will:

- Be familiar with all school and Faculty procedures as appropriate
- Play a key role in the Faculty of Languages to include the administration and effective development of English language teaching and activities
- Attend appropriate Faculty meetings and collaborative planning sessions
- Participate in professional development and in-service activities, organised by the school
- Set annual professional teaching goals in line with the department and school planning
- Maintain an up-to-date attendance register and records of assessment for classes
- Keep up to date on information from administration; check mailboxes daily
- Conduct school business at all times in a professional and ethical manner.
- Assist the administration and subject colleagues in covering classes and duties
- Undertake additional responsibilities as reasonably requested by the administration

### School Community

The English Language teacher is expected to view the role of parents in the learning process as important. Good parent/school relationships should be promoted and fostered.

- Understand and be supportive of the diversity of the school community and student's family background



- Work in a positive, cooperative and supportive way with students, parents, co-workers and other stakeholders
- Regularly attend community events and meetings with parents to discuss student progress. These include Parent Teacher Conferences, Orientation Programmes, school graduation ceremonies and other community events
- Keep effective records of student learning, including preparing termly Reports to Parents
- Support the school in any way reasonably requested by the school leadership team

### Skills Required

- Appropriate Degree, preferably with Hons, or with PGCE or BEd
- Qualified Teacher Status; candidates with DELTA (or equivalent) and appropriate International/Secondary School experience will be considered
- Excellent understanding of curriculum and pedagogical issues relating to their subject/relevant age range
- Minimum 2 years experience of teaching young people
- Excellent subject knowledge
- Successful experience of delivering International GCSE and/or IB Diploma curriculum
- Clear understanding of the assessment procedures with the curriculum/phase
- Excellent written skills
- Excellent communication and interpersonal skills
- ICT Literate
- Professional and genuine care for the wellbeing of children
- Ability to work as part of a team and contribute towards reaching common goals
- Flexible and adaptable
- Internationally minded and willing to contribute to the wider school curriculum (ECAs)
- Positive, patient and with a sense of humour
- DESIRABLE: Experience of teaching literature and/or creative writing

ERV is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS/police check