



JOB DESCRIPTION: Teacher of English

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

The Teacher of English will make the education of the pupils their first concern, and will be accountable for achieving the highest possible standards in work and conduct. The Teacher of English will act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as a teacher up-to-date and will be self-critical, forge positive professional relationships and work with parents in the best interests of the pupils.

The Teacher of English will be responsible for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact and ensure compliance with the School's Child Protection Policy and Procedures.

ACCOUNTABLE TO: The Teacher of English will be directly responsible to the Head of English and Languages department, then to the Deputy Head - Academic and Head of Secondary and to the Head of House for Form Tutor duties.

WORKING RELATIONSHIPS: The Teacher of English will work with the Head of English and Languages, other members of the department including technical support staff, Tutors, Head of Houses, Deputy Head and Head of Secondary. Teachers also need to communicate effectively with parents.

RESPONSIBILITIES:

1. TEACHING AND LEARNING:

- Promote good progress and outcomes by pupils.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Manage behavior effectively to ensure a good and safe learning environment.
- Keep a record of attendance using the school's management system.
- Regularly assess pupils and mark exercise books according to the marking policy.
- Write subject reports or grade sheets at the end of each term and attend parent-teacher consultations.
- Maintain high standards of student behavior, discipline, safety, and well-being.
- Run a Friday afternoon club and fulfill weekend and weekday duties.



2. PASTORAL CARE, SPIRITUAL GROWTH, AND ENRICHMENT:

- Demonstrate positive attitudes, values, and behavior expected of pupils.
- Establish a safe and stimulating environment rooted in mutual respect and in accordance with the school's behavior policy.
- Foster a Christian worldview among the students where possible through the delivery of the subject.
- Take part in spiritual activities such as speaking at assemblies, leading or speaking at Fusion, leading a discipleship group, and leading staff devotions.
- Be a visible presence and encouragement to students at Fusion, Discipleship Groups, and in their daily devotional times as well as at North Church.
- Role model aspects of leadership and participate in Ndubaluba outdoor activities with pupils.

3. STAFF:

- Develop effective professional relationships with colleagues.
- Know how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving teaching through appropriate professional development and responding to advice and feedback from colleagues.
- Effectively communicate with a broad range of other staff, clinic, classroom, hostel, pastoral, and academic managers, and senior managers to ensure proper care for pupils and maintenance of systems.
- Provide pastoral care for fellow colleagues and actively participate in community life.

4. RESOURCES AND INFRASTRUCTURE:

- Organize wall displays and create a stimulating classroom environment.
- Ensure classrooms, hostels, and grounds are left in a tidy state and report damages promptly for repairs or replacements.
- Account for stock and plan ahead to ensure suitable provision for future courses and activities.

5. EXTERNAL RELATIONS

- Reflect the motto of "As a witness to the Light" in daily actions.
- Maintain high professional standards and integrity.
- Communicate effectively with parents, emphasizing care for their child's individuality and well-being.
- Write reports that highlight positive achievements, areas for improvement, and strategies for progress.

6. GENERAL:

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

REVIEW AND AMENDMENTS

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.