



Teacher of English (part-time) in Senior School

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

An English teacher with outstanding subject knowledge and broad experience of teaching ages 11-18, with the ability to enthuse and inspire students, maximising achievement and progress at all levels. A colleague with commitment, integrity and excellent communication skills. A teacher with flexibility, resilience, and a caring approach towards students. An innovator with the ability to contribute to an outstanding department.

Key Responsibilities

Learning & Teaching

- Manage an effective, enthusiastic and safe learning environment.
- Deliver the curriculum to assigned classes in accordance with the timetable.
- Differentiate lessons according to the abilities and learning needs of individual students.
- Promote independent learning by adopting teaching and learning strategies which develop the competence and confidence of every student.
- Seek to develop students' attributes through the Tanglin Learner Profile, as well as seeking opportunities to develop their own attributes through that framework.
- Ensure the thorough implementation of subject specifications, teaching schemes, assessment policies and reporting procedures.
- Create opportunities for students to develop confidence in the subject through carefully planned and managed activities.
- Support a departmental and whole school culture of innovation that includes varied and exciting teaching approaches, technological integration and thoughtful evaluation.
- Possess the flexibility required to teach a range of texts, topics and ability levels.
- Possess the flexibility required to teach either pathway (A level or IB) in the sixth form.

Planning & Development

- Take responsibility for at least one aspect of English curriculum development each year following discussion and negotiation with department leadership team (eg creation of new scheme of work; drafting of departmental policy; organisation of trip).
- Assist the English department leadership team in evaluating and developing the English curriculum.

- Take advantage of some of the many opportunities for professional development offered by Tanglin.
- Take responsibility for their own professional development, and that of colleagues, by occasionally leading departmental inset or department meetings in an area of expertise.
- Assist the AHOF/HOF in identifying areas for development in English within the broader aims of the school development plan.
- Collaborate with colleagues in the planning and delivery of schemes of work, including the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils.
- Assist HOF/AHOFs in adapting curriculum content and methods of teaching and examining as appropriate.
- Support a school culture of innovation that includes technological integration.
- Be supportive of and open to the frequent change that characterises a school such as Tanglin.

Management of Resources and the Teaching Environment:

- Assist the HOF in identifying appropriate resources within the limits of the departmental budget.
- Assist the AHOF in ensuring that departmental rooms present stimulating environments, which help to influence pupils' attitudes positively towards English.

Assessment, Recording & Reporting

- Ensure pupils' work is regularly assessed according to English Faculty policy and that homework is in line with school policy.
- Report to parents in accordance with the school's reporting policy as laid down in the Staff Handbook.
- To use information gained from assessment, recording and reporting procedures to generate further improvement in pupil achievement.
- Assist the AHOF in the setting and marking of school examinations and to supervise entries for external examinations.

Pastoral and Co-Curricular

- Follow the School's policies and procedures with regard to discipline and behaviour, daily routines, duties, homework, leave of absence, and visits, as laid down in the Staff Handbook.
- Contribute to co-curricular activities that broaden pupils' experiences and contribute to the general life of the school.

Communication and Liaison

- Help to establish a love of reading and writing around the school through your own enthusiasm for the subject
- Contribute wholeheartedly to English department activities such as book week, debating and the public speaking competition.

- Attend and contribute to meetings of a professional nature with HOF, HOY, SSLT and in other circumstances when requested.
- Liaise with the AHOF and HOF in respect of pupil records, rewards and sanctions.
- Maintain appropriate links with teaching colleagues in all sections of the school and foster cross-curricular links where appropriate.
- Liaise with members of the Learning Support Team with regard to individual students who may have exceptional needs, to ensure that those needs are understood, planned for and met.
- Liaise with pastoral staff, including form tutors, Heads of Year, the Assistant Heads of School and the Head of Careers on matters pertaining to the study of English.
- Contributing to the strengthening of the parent-teacher partnership in individual and whole school initiatives as and when required.
- Assist the AHOF in developing effective links with the wider community in order to extend the study of English and enhance teaching and learning.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to provide an Enhanced DBS disclosure certificate.

Remuneration and Benefits package

Annual Salary (Academic Year 2018 – 2019)

Gross salary: **S\$101,000 - S\$112,000** per annum (including TTS allowance, one month's bonus and gratuity). Salary will be pro-rated based on part-time percentage.

Maximum initial placement at Point 8.5, on a scale of up to Point 13.

Benefits

School fees subsidy of up to 50% (for locally engaged).

Medical benefits

Inpatient and outpatient medical coverage for staff (for locally engaged).

Dental allowance.