

# Performance Charter

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<b>Position:</b>	English Teacher / HoD English/Drama Department	<b>Date:</b>	18.11.2009
<b>Incumbent:</b>	Mr. Mark Webster		
<b>Report to:</b>	Secondary Principal		

<b>Mission</b>
To encourage and inspire students to use and enjoy English language purposefully and effectively. To foster a life-long love of reading and literature in all teaching groups. To develop the assessment procedures, schemes of work, and teaching and learning resources, throughout the English Department. To maintain a high quality of the teaching of English through reading, writing, media and drama, to all teaching groups. To ensure teaching materials and teaching methods are differentiated to meet the needs of students of all abilities. To ensure progression between Year 7 and Year 11, and to develop effective transition between Primary and Secondary. To continue producing high quality school plays and performances.

<b>Subjects</b>		<b>Required Performance</b>
<b>1.</b>	<b>Education</b>	<ul style="list-style-type: none"> <li>To degree level and accredited teaching training qualification</li> <li>Well experienced teaching Secondary English</li> <li>Minimum of three years of managing a department</li> <li>Experience in drama</li> </ul>
<b>2.</b>	<b>Available Tools</b>	<ul style="list-style-type: none"> <li>Classroom facilities</li> <li>IT workplace (pool) and internet access</li> <li>Shared departmental laptop, screen and digital projector for teaching and viewing digital media</li> <li>Reading and associated text resources</li> <li>Facilities and resources available for school productions</li> </ul>
<b>3.</b>	<b>Basic Functions</b>	
3.1	Qualities	<ul style="list-style-type: none"> <li>Proven ability and experience of teaching English and English Literature to Secondary School students of all ages and abilities</li> <li>Excellent English language reading and writing skills</li> <li>ICT literacy, knowledge of Word, Excel, Power Point within the Microsoft Office 2007/2008 Professional Package</li> <li>Experience with Cambridge IGCSE syllabus preferable</li> <li>Good administrator and motivator with people skills</li> <li>Ability to coordinate with other teachers and departments</li> <li>Passionate and enthusiastic about their subject</li> </ul>
3.2	Organisation	Working in close co-operation with the following: <ul style="list-style-type: none"> <li>Other class teachers</li> <li>Secondary Principal</li> <li>Secondary Vice-Principal</li> <li>Coordination with Primary Literacy Coordinator, ESL teacher and SEN coordinator (to achieve a coordinated approach of English within LICS and to ensure smooth transition in English between Primary and Secondary School)</li> <li>Heads of Departments in Secondary</li> </ul>
3.3	Working Areas	<b>Academic:</b> <ul style="list-style-type: none"> <li>For each class, plan and prepare schemes of work and resources in accordance with the school's curriculum and the policy on differentiated work for the range of student needs.</li> <li>Teach, according to their educational needs, the students assigned to him/her, in accordance with the agreed syllabus.</li> <li>Set and mark homework according to the school's homework policy.</li> <li>Assess, record and report the development, progress and attainment of</li> </ul>





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	<p>students according to the school's assessment policy.</p> <ul style="list-style-type: none"> <li>• Ensure that the school maintains a lively, stimulating environment eg, through regularly renewed displays of students' work as part of classroom displays in and around the school.</li> <li>• Advise and co-operate with the Management and other teachers on the preparation and development of courses of study, teaching materials and teaching programmes, methods of teaching and assessment and pastoral arrangements.</li> <li>• Supervise and, so far as practicable, teach any students whose teacher is not available to teach them as assigned by Management on a temporary cover basis e.g when a colleague may be ill.</li> <li>• Participate in the ordering of resources for English.</li> <li>• Through differentiated work and in cooperation with the Learning Support department, provide a stimulating environment for all students.</li> </ul> <p><b>Pastoral:</b></p> <ul style="list-style-type: none"> <li>• Maintain good discipline within his/her own class, and in co-operation with others, the school as a whole, in order to uphold the ethos of the school.</li> <li>• Safeguard the health and safety of the children, and promote their well-being.</li> <li>• Promote the personal and social well-being of individual students and of any class or group of students assigned to him/her.</li> <li>• Provide guidance and advice to pupils on educational and social matters.</li> <li>• Communicate and consult with parents, and others concerned with the welfare and progress of the children under his/her care.</li> <li>• Participate in meetings arranged for any of the purposes described above. Whether during or outside school hours.</li> <li>• Attend assemblies, parent-teacher conferences, orientation evenings and other events as appropriate.</li> </ul> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Participate in the appraisal of his/her performance and that of other teachers according to the School's appraisal policy.</li> <li>• Review regularly his/her methods of teaching.</li> <li>• Participate in arrangements for further training and professional development as a teacher or administrator as appropriate.</li> </ul> <p><b>Staff Meetings:</b></p> <ul style="list-style-type: none"> <li>• Participate in all full staff and Secondary staff meetings in the course of the term.</li> <li>• Participate in all meetings which relate to the teacher's professional duties whether during or outside school hours (professional days, trainings etc).</li> </ul>





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		<p><b>Management (Head of Department):</b></p> <ul style="list-style-type: none"> <li>• Manage the functioning of the English/Drama department</li> <li>• Participate in activities which raise the profile of the school in the community.</li> <li>• Report to the Principal on matters pertaining to the department</li> <li>• Hold regular departmental meetings with minutes</li> <li>• Appraise members of the department</li> <li>• Coordinate and manage special themed assemblies from the department</li> <li>• Promote internationalism and the school mission statement</li> <li>• Coordinate information in handbooks and the Web site for the department</li> <li>• Ensure timely delivery of reports and exams for the department</li> <li>• Coordinate examination entries and preparations for examinations and coursework</li> <li>• Oversea strategic planning of the department</li> <li>• Order necessary resources</li> </ul>
3.4	Assessed Performance	<ul style="list-style-type: none"> <li>• Achievement and development of the special tasks outlined below in Point 4</li> <li>• In addition to this, the ability to work with colleagues and to offer professional development ie, workshops</li> <li>• Be a Form Tutor</li> <li>• Accompany students on trips including residential field trips</li> <li>• Work some Saturdays or evenings as required for the School Production</li> <li>• Offer and facilitate after-school activities as directed by Management.</li> </ul>
4.	<b>Special Tasks/Goals</b>	<ul style="list-style-type: none"> <li>• Develop schemes of work and resources for the teaching of English to all year groups and abilities.</li> <li>• Develop the assessment and recording procedures within the department.</li> <li>• To keep abreast of the latest developments as detailed in relevant international curriculum documentation, advising the school/Management appropriately.</li> <li>• Involvement in CIS self-evaluation committees</li> </ul>
5.	<b>Enclosure</b>	<ul style="list-style-type: none"> <li>• Organogram of LICS as enclosed in the staff handbook for teachers.</li> <li>• Conditions of Employment (CoE) for LICS staff and Code of Conduct (CoC) for LICS staff.</li> </ul>
6.	<b>Comments</b>	To further develop the departmental assessment policy and recording procedures as well as contribute to whole school assessment policy.

