Holderness School
Job Description: English Teacher
Start Date: August 15, 2020

Overview
Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains by choice a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.

Essential Duties and Responsibilities:
Specific responsibilities include, but are not limited to:

● Teach four English sections at various grade levels including Advanced Placement courses. The curriculum encompasses both traditional and modern literary works, and it emphasizes critical thinking and reading in addition to analytical and creative writing. Holderness School is particularly interested in candidates who convey passion for a diversity of literature and dedication to the writing process.

● Serve as advisor for a group of 6-8 students, providing guidance in academic, extracurricular, social, and personal areas and serve as the school’s key liaison to parents.

● Dormitory duty two nights per week and approximately five weekends per year.

● Lead or assist with an afternoon activity or sport in two of three seasons. (Note: Ability to coach Varsity Field Hockey, Varsity Girls’ Lacrosse, Varsity Ice Hockey, Varsity Girls’ Basketball, Varsity Baseball, and/or Football is preferred.)

● Attend all faculty meetings, department meetings, and other meetings as required.

● Attend all school functions: chapels, assemblies, family-style meals and other special events.

● Complete grades/comments, advisor letters, and other forms of academic communication in a timely, professional manner.

● Promote the development of character, community, and curiosity in all dealings with students, including enforcing school rules.

● Pursue opportunities for professional growth on an annual basis.

● Other duties as assigned.

Qualifications:

● Teaching experience preferred but not required

● Bachelor’s degree required; Master’s degree in content area preferred

● Ability to demonstrate growth mindset, optimism, and belief that all students can learn
● Ability to innovate and think creatively about education
● Ability to use and adapt to a wide array of technological tools to support and deepen student learning and instruction
● Interest in and demonstrated skill working with adolescents
● Ability to work as part of a team, a sense of humor, and humility
● A commitment to an inclusive community
● Assist in being a practitioner of diversity, equity, and inclusion
● Ability to make contributions to the School outside of one’s academic department, including to athletics, extra-curricular programs, and residential programming

**Holderness Universal Employee Objectives:**
All employees should act in support of the mission and strategic goals of the school. The mission is:

*Holderness School fosters equally in each student the resources of the mind, body, and spirit in the creation of a caring community, inspiring all to work for the betterment of humankind and God’s creation.*

Leadership at Holderness is each person’s journey to best serve and empower others. It is expected that all employees of Holderness model leadership in their conduct and the performance of their jobs through the exhibition of four characteristics:

**Initiative**
- **Be a proactive and continuous learner:** take opportunities to learn new skills and to extend one’s education.
- **Strive to Continuously Improve:** regularly look for ways to improve practice.
- **Anticipate Challenges:** be prepared to deal with difficulties and rise to challenges.

**Empathy**
- **Be a Role Model:** colleagues should look at you as a positive model and a resource.
- **Actively Seek Feedback:** gather feedback from peers, supervisors, and those you serve in order to improve your performance.
- **Collegial and Congenial:** be respectful, supportive, and caring of those around you.

**Dependability**
- **Consistent Achiever:** effectively and efficiently manage all areas of responsibilities.
- **Diligent:** be on time and meet deadlines.
- **Active Communicator:** take the initiative to communicate important information to the appropriate people in a timely and professional manner.

**Fairness**
- **Positive Force:** seek and recognize strengths in others and provide specific and positive feedback to others.
Supportive and Preventative: be supportive of others, working both individually and collectively to construct and maintain a safe environment.

Deal Directly: does not participate in gossip, either through listening or speaking; communicate feedback directly, not through others.

The Process
If interested in this position, please send a resume with a cover letter and an educational philosophy statement to Linda Corriveau, Assistant to the Deans, at lcorriveau@holderness.org. No phone calls please. We prefer electronic attachments rather than paper. An onsite interview is required. Criminal background checks are performed on all new hires. Review of applications will begin immediately and applications will be accepted until the position is filled.

Holderness School is an equal opportunity employer, and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.

NOTE: Employer will assist with relocation costs.

Diversity Mission Statement
Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.