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**TEACHER OF ENGLISH LANGUAGE AND LITERATURE**

**Responsible to Extended Leadership Team**

**Job Purpose Teaching and the development of English language and literature in the College.**

***The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Appointed staff will be subject to Disclosure and Barring Service (DBS) checks.***

**Job Responsibilities**

1. To fulfil one's own responsibilities as a teacher within the College, in accordance with the quality standards of the institution.
2. Plan and deliver inspiring lessons, incorporating a range of techniques and differentiation strategies.

2 To attend regularly meetings of the College, and be willing to share best practice with other staff.

1. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within English language and literature.
2. To attend open evenings, parental events, progress review meetings and other dedicated activities as required.

5 To assist with, and promote,

i) the contribution of English language and literature to the cross-curricular work in the College;

1. the use of ICT in classroom teaching and learning;
2. additional subject workshops to support learning.

6 To work to improve one's professional performance by taking advantage of opportunities to develop skills and broaden experience. Participate in the performance management arrangements of the College.

7 To assist in managing effectively and efficiently the physical resources of the subject In particular, to

i) consider the use of accommodation and to make recommendations to the senior leadership team for its continued and improved use;

ii) suggest suitable items for resource expenditure;

iii) observe the health and safety policies and encourage safe working practices at the College.

1. To assist in the arrangements within the College for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with College managers, and parents/ carers, where appropriate.
2. To assist with the organisation of work experience if required.
3. To assist in the arrangements made for students to receive advice on courses in Higher Education and career opportunities related to, or progressing from those in the subject.
4. Ensure that references and reports are produced when requested.
5. To assist in the setting up and organisation of College examinations in the courses covered by the subject and assisting, where necessary, in the supervision of public examinations.
6. To assist with organisation and accompany students on, educational visits which may include overseas, residential trips.
7. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, value added and external examination results and, with the senior leadership team, take whatever action is necessary to sustain and improve performance by students.
8. When necessary and appropriate, to represent the subject at meetings and to publicise the work of the subject at the various events in the College and partner schools.
9. Deliver the short course GCSE in Preparation for Working Life so that our students are equipped with the skills and knowledge necessary for the world of work.
10. Act as a Learning Coach (pastoral tutor) and, subject to timetabling, to meet the responsibilities defined by the College for this role.
11. If required, to move your principal place of work to any new site within 10 miles of Sir Simon Milton Westminster UTC.
12. When necessary, to attend for duty at places other than the College site, for example at partner schools or training conferences/ events.
13. To undertake any other particular duties which may be reasonably assigned to you by the Principal or Vice- Principal from time to time.
14. **General**

* To develop and maintain professional, productive relationships with all members of staff within the College.
* To be aware of your entitlement to professional development.
* To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
* To understand the College Health and Safety Policy and to work within its guidelines.
* To work in the interests of students and in accordance with College policies and values.
* To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties, and follow the guidance issued in the staff code.

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# *TEACHER OF ENGLISH LANGUAGE AND LITERATURE*

***The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Appointed staff will be subject to Disclosure and Barring Service (DBS) checks.***

**The person appointed will be expected to have:**

| CRITERIA | **Essential** | **Desirable** |
| --- | --- | --- |
| 1. A degree or equivalent qualification. | **** |  |
| 1. Appropriate teaching qualifications, or a commitment to gain an appropriate teaching qualification within three years of appointment. | **** |  |
| 1. Appropriate qualifications in English, or previous experience teaching English language or literature. | **** |  |
| 1. The ability and willingness to teach English language and literature to students at both KS4 (GCSE) and KS5 (A Level). | **** |  |
| 1. The ability, and willingness, to offer a second subject such as employability or project based learning, if so required. | **** |  |
| 1. Willingness to act as a pioneer, embracing the opportunity to help create a brand new College. | **** |  |
| 1. Good interpersonal, organisational and IT skills. | **** |  |
| 1. A proven track record of success as a teacher, as exemplified by good examination results; for NQT’s evidence should consist of an outstanding placement reference particularly with regard to the standard of learning and teaching. | **** |  |
| 1. The ability, and willingness, to participate in curriculum planning, coursework design and moderation. | **** |  |
| 1. Commitment, enthusiasm and flexibility in their approach to the subject and the ability to work well as part of a team. | **** |  |
| 1. Willingness to act as a literacy champion for the College, advising on the embedding of English across the College curriculum. | **** |  |
| 1. The ability to stay positive and meet deadlines even when working under pressure. | **** |  |
| 1. An awareness of the need for personal development, both as a member of a team and as an individual. | **** |  |
| 1. Commitment to the College’s programme of 30 hours Continuing Professional Development (or pro-rata equivalent for hourly paid and part time Teachers). | **** |  |
| 1. Evidence of a commitment to equality of rights and opportunities together with practical ideas for its implementation in the post. | **** |  |

**Disabled candidates meeting the essential criteria are guaranteed an interview.**

**Note to applicants: You should ensure that your *supporting statement* addresses each of the points contained in the person specification in turn, and are advised to number paragraphs 1-15 as above.**