



Bolingbroke  
Academy

## Teacher of English (KS4 Coordinator)

**An exciting opportunity has arisen for a Teacher of English to join our growing Academy and to lead the Academy's English provision at Key Stage 4**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first Year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. Bolingbroke Academy provides a first class learning environment based on outstanding teaching, great relationships and excellent facilities. Our staff are pivotal to our success and as part of the Bolingbroke and wider Ark schools team, you will have the opportunity to work with great colleagues and develop your career through our professional development programme.

We are looking to recruit a motivated and inspiring **Teacher of English (KS4 Coordinator)** to join our successful English department from April or September 2018. The successful applicant will be a strong and engaging teacher who will join a team of teachers committed to delivering outstanding teaching and learning that supports all pupils to achieve their full potential.

### **The ideal candidate will:**

- be QTS qualified;
- be passionate about their subject and a committed team player;
- be able to teach English at Key Stages 3 and 4 (Key Stage 5 would be advantageous);
- be able to motivate and inspire pupils;
- have the resolve to make a real difference to the lives of Bolingbroke Academy's pupils;
- be committed to Bolingbroke Academy's ethos of high expectations.

**The successful candidate will have the opportunity to:**

- teach within a growing academy;
- join a network of ARK schools and gain access to an exclusive range of benefits, including reduced gym membership and a comprehensive CPD provision.

Please apply at <https://goo.gl/mBCefY> and submit your application no later than **11am on Thursday 4th January 2018**.

For further information please contact the recruitment team on [hr@arkbolingbrokeacademy.org](mailto:hr@arkbolingbrokeacademy.org) or 020 7924 8200.

**Deadline:** 11am on Thursday 4<sup>th</sup> January 2018

**Location:** Wandsworth, London

**Start date:** April or September 2018

**Salary:** Ark MPS (£29,377 - £39,982) or UPS (£44,707 - £48,814) (Inner London), depending on experience + TLR 2.A (£2,667)

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

# Job Description: Teacher of English (KS4 Coordinator)

**Reports to:** Head of English  
**Salary:** Ark MPS or UPS (Inner London) + TLR 2A

## The Role

- Deliver outstanding teaching and learning of English, thereby enabling pupils to achieve excellent results.
- Help design an engaging and challenging curriculum that inspires pupils to appreciate English and its application.
- To be accountable for leading, managing and developing the Academy's Teaching and Learning provision for English at Key Stage 4.
- To be responsible for the overall progress of pupils in English learning at Key Stage 4.
- To collaborate effectively with other members of the department to secure outstanding practice.

## Key Responsibilities

- Plan, resource and deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and pupils make superior progress.
- Provide a nurturing classroom and academy environment that helps students to develop as learners.
- Help to maintain discipline across the Academy.

## Outcomes and Activities

### Teaching and Learning

- Plan and prepare effective teaching modules and lessons using the Academy templates and within the Academy's curriculum and schemes of work.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring.
- To produce and/or contribute to oral and written assessments, reports and references relating to individual and groups of pupils.
- Ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Maintain regular and productive communication with pupils, parents and carers to report on progress, sanctions and rewards, and all other communications.
- Direct and supervise support staff assigned to lessons.
- Implement and adhere to the Academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times.
- Participate in preparing pupils for external examinations.
- Keep abreast of developments in the subject area at each Key Stage.
- Mark, assess and provide feedback in line with best practice and Academy policy at all times.
- Assist with a range of enrichment and extension activities, as well as departmental trips and visits, to enhance the learning experience of all pupils.
- Help monitor, review and evaluate outcomes within the department.
- Assist the Head of English in ensuring the quality of the Teaching and Learning in English remains at its highest level.

## **Key Stage 4 Responsibility**

- Lead and delegate on the development of Key Stage 4 schemes of work.
- Coordinate the co-planning process at Key Stage 4.
- Monitor and implement effective tracking of pupil data at Key Stage 4.
- Keep up to date with developments in Key Stage 4 English, including teaching practices and methodology.
- Train and develop departmental staff at Key Stage 4.
- Monitor quality of teaching across Key Stage 4 lessons and develop best practice.
- Implement support and stretch across all abilities at Key Stage 4.
- Attend English Key Stage 4 moderation sessions in order to ensure accuracy of marking.
- Attend Ark network training for Key Stage 4.
- Contribute to the planning, delivery and evaluation of departmental CPD, Induction Days and INSETs.
- Assist in the induction of new staff.
- Assist the Head of English and other English Leads in cross-school subject co-ordination and in raising the profile of the English department across the school.
- Line and performance manage designated members of staff as required and as per the Academy policy, taking necessary corrective action where there is any ineffective practice.

## **Academy Culture**

- Support the Academy's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school/department culture and ethos that is utterly committed to achievement.
- Be active in issues of pupil welfare and support.
- Run at least one extra-curricular activity weekly.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- Be committed to equality of opportunity and the safeguarding and welfare of all pupils.

## **Other**

- Undertake, and as required, deliver or be part of the appraisal system and relevant professional development.
- Perform additional duties and tasks required for the effective operation of the Academy as directed by the Head of Department or Principal.

# Person Specification:

## Teacher of English (KS4 Coordinator)

### Qualification Criteria

- Appropriate degree.
- Qualified to teach and work in the UK.

### Experience

- Experience of raising attainment in a classroom environment.
- Experience of reflecting on and improving teaching practice to increase student achievement.
- Experience of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities.

### Knowledge

- Up to date knowledge of the curriculum area.

### Behaviours

- Motivation to continually improve standards and achieve excellence.
- Effective team worker and leader.
- Genuine passion and a belief in the potential of every pupil.
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Role model to staff and pupils.
- Vision aligned with ARK's high aspirations, high expectations of self and others.

### Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve own practice.
- A commitment to teaching English at Key Stages 3-5.
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Ability to understand and interpret pupil data to drive lesson planning and pupil attainment.
- Strong communication, planning and organisational skills.
- Ability to prepare and deliver engaging and differentiated lessons.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

### Other

- Willingness to undertake training.
- This post is subject to an enhanced Disclosure & Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*