

**Job Description**

**Job Title:** Teacher of English

**Department/Office:** Curriculum and Assessment

**Reports to:** Head of Department

**Summary of main purpose of Role**

To carry out teaching and learning activities and participate in the planning, development and implementation of course/programme provision.

**Key Responsibilities:**

**Teaching and Learning Delivery**

1. Delivering the full range of teaching and learning activities that make up the learning experience and carry out associated preparation and assessment processes.
2. Advising, guiding and supporting students to identify and achieve their learning aims.
3. Assessing, recording and reporting on development, progress and attainment of students.

**Course Operational Activities**

1. Contributing to the learner experience of enrichment activities including visits, placements, visiting speakers and other activities, as appropriate.
2. Promoting general progress and wellbeing of individual students and any class or group as assigned.
3. Giving guidance and advice on educational and social matters and on further education and future careers.

**Curriculum Organisation**

1. Contributing to securing the quality of the curriculum in terms of issues such as attendance, retention and achievement.
2. Contributing to course development and implementation.
3. Writing and revising schemes of work, lesson plans and associated materials.
4. Maintaining learner records including those associated with attendance and learner progress.
5. Carrying out tasks associated with record keeping and the maintenance of MIS records, allowances and grants transferring and withdrawing learners.
6. Contributing to oral and written assessments, reports and references relating to individual students and groups of students.
7. Participating in the writing and completion of the Self-Assessment Report.
8. Contributing to the student recruitment and selection process including enrolment, registration and the production and maintenance of marketing information.
9. Implementing assessment procedures and preparing for internal and external moderation and verification including attendance at associated meetings.
10. Contributing to and overseeing student evaluation activities.
11. Contributing to the maintenance of course files.
12. Attending and contributing to meetings as arranged.

**Standard responsibilities for all positions in NCG:**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures.
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| **Qualifications / Training** | |  |  |
| A degree in an appropriate subject. | ✓ |  | Application Form |
| Qualified Teacher Status with a recognised teaching qualification. | ✓ |  | Application Form |
| Level 2 Maths and English. | ✓ |  | Application Form |
| Level 2 qualification in IT or significant relevant experience. |  | ✓ | Application Form |
| Broad portfolio of professional and personal development. |  | ✓ | Application Form |
| Postgraduate qualification in a related subject area. |  | ✓ | Application Form |
| **Experience** | | |  |
| Experience of successful delivery within a sixth Form setting. | ✓ |  | Application  Form |
| Experience of teaching and assessing at A Level. | ✓ |  | Application  Form / Interview |
| Experience of using learning technologies. | ✓ |  | Application Form |
| Evidence of implementing effective and appropriate strategies for maintaining good classroom management and learner behaviour. | ✓ |  | Application Form |
| Experience as an examiner in your subject area. |  | ✓ | Application Form |
| **Skills and Knowledge** |  |  |  |
| Ability to teach consistently to a grade 2 standard or higher. | ✓ |  | Micro-teach |
| Ability to plan teaching and learning programmes which meet students’ individual needs. | ✓ |  | Micro-teach / Interview |
| Excellent communication skills both verbally and written. | ✓ |  | Application Form / Interview |
| Ability to use IT skills to a good standard in a teaching and learning environment. | ✓ |  | Application Form /  Interview |
| Ability to manage own time and personal resources effectively. | ✓ |  | Interview |
| Ability to work in collaboration with managers or the rest of the team to solve problems and make decisions. | ✓ |  | Interview |
| Ability to respond well to innovation and change. | ✓ |  | Application Form / Interview |
| Up to date knowledge of and insight to future developments within sixth Form education. | ✓ |  | Interview |
| Knowledge and understanding of the A Level specifications for your subject. | ✓ |  | Interview |
| Good knowledge and understanding of teaching and learning processes. | ✓ |  | Micro-teach / Interview |
| **Attributes / Other Requirements** |  |  |  |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.  Staff will always strive to achieve 1 or 2 during lesson observation to demonstrate excellence in Teaching and Learning | ✓ |  | Interview |
| Reliable and conscientious approach to work with a commitment to professional development. | ✓ |  | Interview |
| Able to obtain a satisfactory DBS clearance. | ✓ |  | DBS Form |
| Eligible to work in the UK. | ✓ |  | Application Form |
| Flexible approach to working, including the ability to work evenings and weekends if required. | ✓ |  | Interview |