City of London Academy (Southwark)

Job Description

Teacher of English

Grade	Up to UPS3 (Inner London)
Responsible to	Head of English
Job purpose	• To support the Head of English to develop an inventive approach to English so that all pupils are stimulated to accomplish their optimum performance • To assist the Head of English to maintain standards of teaching and learning across the English curricula • To provide specialist subject expertise to assist departmental staff, as appropriate
Key Accountabilities	• Providing assistance and advice to Head of English on the design and delivery of the English curriculum area so that it meets the aims of the Academy and the needs of all students • Ensuring that innovative and appropriate approaches to learning are made available to students with specific learning needs • Working with staff in other departments to agree schemes of work so that the content of courses is complementary and provides students with a broader understanding of English and its links with other fields of study • Ensuring that the statutory requirements of the National Curriculum are met • Ensuring that the business enterprise culture pervades the entire English curriculum • Setting targets for pupil achievement • Evaluating the design and delivery of the English curriculum; continuously striving to improve all aspects • Monitoring and evaluating progress towards meeting pupil achievement targets in own classes and those aspects of the English curriculum for which s/he is responsible • Ensuring that there is an effective assessment, recording and reporting system of student progress • Regularly use of appropriate ICT initiatives to improve learning for pupils and staff • Providing reports to the Key Stage Co-ordinator or Head of English regarding curriculum matters in defined areas • In conjunction with the Key Stage Co-ordinator and Head of English, ensuring that the policies and processes for assessing pupils and for setting, monitoring and evaluating attainment goals for pupils are implemented by all English staff • Contributing to the development of initiatives to outreach to the community • Assisting the Key Stage Co-ordinator and Head of English to create and implement ways of actively involving parents in the learning process • Instigating, developing and maintaining links with English based firms so as to enrich the learning experience of both the School Community and the Commercial partners • Supporting the facilitation of a broad range of activities involving staff, students and the wider community so as to deepen and broaden learners' experience in English issues
The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.	

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Person Specification
Teacher of English

QUALIFICATIONS

No	Description	Rating
1.	Good First Degree in English	Essential
2.	Teaching Qualification (PGCE)	Essential

SKILLS & EXPERIENCE

No	Description	Rating
3.	Capable of maintaining and delivering innovative curriculum	Essential
4.	Proven ability to transfer enthusiasm and understanding of English to pupils and departmental staff	Essential
5.	Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	Essential
6.	Expertise in developing teaching and assessment methodology, practical skills, extension of knowledge of English and their practical application	Essential
7.	Ability to research, adopt and appropriately integrate practices from the business sector into the curriculum and departmental activities	Essential
8.	Self-motivated with outstanding organisational and planning skills	Essential
9.	Ability to produce required outcomes with minimal supervision	Essential
10.	Excellent communication and user ICT skills	Essential
11.	Exceptional practical skills in specialist subject	Essential
12.	On-going participant in English related activities	Essential
13.	Involvement in networking and sharing of best practice	Essential
14.	Proven record of raising standards in English at all ability levels	Desirable
15.	Experience of teaching English to ‘A’ Level Standard	Desirable
16.	Capable of initiating and maintaining innovative curriculum design and delivery	Desirable
17.	To promote the safety and wellbeing of students, ensuring that the school’s Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential