



CITY AND ISLINGTON
COLLEGE

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JOB DESCRIPTION

A.	TITLE OF POST:	0.53 Teacher of English Language and Literature
	RESPONSIBLE TO:	Coordinator of English and Media
	GRADE:	Sixth Form College Teachers Main Scale
	SALARY:	£27,198-£42,550 incl. LW pro rata
	CLOSING DATE:	Sunday 19 th May
	INTERVIEW DATE:	Wednesday 22 nd May

B. PURPOSE OF THE JOB

To teach A level English Language and Literature

C. MAIN DUTIES AND RESPONSIBILITIES

In addition to the duties laid down in the Sixth Form College Conditions of Service, the post holder will:

1. Teach A Level English Language and Literature and other English courses as required.
2. Take part in subject meetings, departmental meetings, parents' evenings, open days and professional development.
3. Contribute to curriculum planning and the production of shared resources.
4. Monitor students' progress using promonitor and contribute to the evaluation of results in the relevant subject areas.
5. Act as a pastoral tutor to a group of Year 12 or Y13 students.
6. Provide regular feedback to students after assessing their work to enable them to make progress.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups
- Basic Skills and Learning Support (For all teaching and lecturing posts)
- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Appropriate academic and teaching qualifications including a PGCE
2. Recent experience of teaching A Level English Language and Literature and/or A Level English Language, with proven success
3. Experience of curriculum planning and assessing English work at A Level, preferably A Level English Language and Literature and/or A Level English Language

4. Experience of working with 16-19 year olds

Knowledge and Understanding

5. Strong subject knowledge and awareness of current 14-19 curriculum developments in relation to A Level English, particularly A Level English Language and Literature
6. An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity on all aspects of the work
7. An understanding of the curriculum and pastoral needs of the 16-19 age group

Skills and Abilities

8. Ability to make the subject interesting and accessible to students of a range of abilities and from a range of backgrounds.
9. The ability to teach the skills necessary for students to succeed at A Level English Language and Literature such as planning and writing essays, understanding language frameworks and using linguistic terminology, effectively annotating texts, note-taking and research skills
10. The ability to communicate and work effectively with staff across the department at all levels
11. The ability to relate to, communicate effectively with & counsel students, and to monitor their progress

The Sixth Form College's students represent a wide range of social class and ethnic groupings, as well as being mixed in terms of gender, cultural and religious affiliations and LGBT. Applications from candidates who reflect this diversity are therefore welcome. We welcome applicants from both experienced and beginning teachers.