

# **GREIG CITY ACADEMY**



## **Draft Job Description**

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

<b>Job Title:</b>	Teacher of EAL
<b>Faculty:</b>	English
<b>Responsible to:</b>	Head of Faculty
<b>Hours:</b>	This is a fixed term (one year) full-time post
<b>Salary:</b>	Inner London Pay Scale

---

## **Duties and Responsibilities**

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2020 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupils' needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders' training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

## **Duties and Responsibilities Specific to This Post**

### **1. Curriculum Management**

You will:

1. ensure high quality provision for EAL pupils both in intervention groups and in the wider school, where possible
2. assist in the preparation, reviewing and evaluation of units of work in the EAL department
3. liaise with members of the department and in other faculties to develop effective provision for pupils
4. teach individuals or small groups of pupils as appropriate
5. assist in organising and running before and after school clubs for EAL students
6. ensure that lessons are appropriately challenging with stimulating teaching and learning resources
7. manage resources effectively
8. attend meetings to help plan for and support EAL pupils
9. conduct baseline assessments and produce assessment data on pupils taught and supported by the department
10. ensure up-to-date assessment information (both formative and summative) is completed on individual students and updated half termly or as and when required
11. monitor and evaluate the impact of EAL support for identified students by completing systems to track students' progress and use information to inform teaching and learning
12. prepare reports for both teaching staff and parents on individual students' progress
13. work collaboratively, when required, with other teaching staff to disseminate best practice and resources for effective teaching of EAL across the Academy
14. promote the highest standards of achievement for all pupils working in the department and the Faculty
15. attend parents' evenings to discuss progress of students
16. participate in induction and appraisal systems and other inset and training provided by the school and other training agencies
17. develop professional skills and competencies
18. attend internal and external CPD where required in order to develop personal practice and assist with whole school development of EAL good practice in the classroom
19. take part in the Language Champions Teaching and Learning group
20. follow all policies and procedures of the school and Year Team (where appropriate) including all aspects of examinations and assessment, recording and reporting of achievement, attendance and punctuality, uniform and behaviour
21. complete tasks as directed by the Head of Faculty
22. you might also, as a teacher of mainstream English lessons, teach the English National Curriculum to a small set in Year 9 or Year 10.

### **2. Student Management**

You will:

1. set the highest expectations of standards of achievement and behaviour within the department, faculty and the wider school
2. identify students with particular needs and liaise with colleagues to ensure that individual student needs are met
3. monitor and review students' progress and implement changes to ensure that students achieve their full potential in the integrated curriculum
4. celebrate and promote student achievement and success

5. act as a form tutor if required with a commitment to pastoral work.

### **3. Competencies**

As contained in the National Standards.

### **4. Attendance at meetings**

You will attend faculty and all other meetings appropriate to the agreed areas of responsibility.

### **5. Ethos**

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students ‘to develop an inquiring mind and express and explore their own views openly and honestly’.

**GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.**

This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

**June 2021**

## Person Specification

Qualifications and Training	Essential	Desirable
Qualified Teacher Status	✓	
Good degree in the relevant subject	✓	
Courses of further study relevant to the post		✓
Evidence of pro-active commitment to personal and professional development throughout your career	✓	
Evidence of relevant training		✓
Teaching Quality and Experience	Essential	Desirable
Experience of teaching at KS3 and KS4	✓	
Good general knowledge of the National Curriculum, assessment arrangements and approaches, especially literacy assessment	✓	
Be an excellent classroom teacher, comfortable as an exemplar to other staff, with a love for your subject and the ability to inspire and motivate students in all aspects of their learning so that they become effective, independent learners	✓	
Ability to plan lessons effectively and have sound understanding of strategies to raise attainment.	✓	
Ability to keep clear records of pupil progress, recording the data generated by assessments	✓	
Knowledge of effective record keeping and its use to promote the educational and personal development of students	✓	
Be committed to raising the aspirations and achievement of all pupils and able to demonstrate effective strategies for doing so	✓	
Good awareness of current educational developments	✓	
Be an enthusiastic and effective form tutor	✓	
Skills, Personal Qualities and Disposition	Essential	Desirable
A commitment to the protection and safeguarding of children and young people	✓	
Excellent interpersonal skills and the ability to build positive relationships with students, parents, staff and the wider school community	✓	
Excellent communication skills: be able to communicate clearly, both orally and in writing, with students, parents and carers, colleagues and other professionals	✓	
Have good organisational skills to create and maintain a stimulating and attractive learning environment	✓	
Excellent time keeping skills, with a demonstrable ability to meet deadlines and manage a fluctuating workload	✓	
Be able to work flexibly and as part of a team	✓	
Excellent ICT skills: have the ability to use them as a teaching tool as well as for administrative purposes	✓	
Be reflective and show the ability to analyse personal performance and that of others in a variety of situations	✓	
Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school	✓	
Be willing to contribute to the school's enrichment and extra-curricular programmes		✓
Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description	✓	
Equalities and Safer Recruitment	Essential	Desirable
Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff	✓	
Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	✓	
Be willing to undergo an enhanced DBS Disclosure check	✓	