



## Sixth Form College Job Description and Person Specification

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<b>Post:</b>	Teacher of A Level English Literature
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time
<b>Reporting to:</b>	Co-ordinator of English and Media
<b>Grade:</b>	Sixth Form Colleges Main Scale
<b>Salary:</b>	£28,731 - £44,384 per annum

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### Key Role

To teach A-Level English Literature

Act as a tutor to a group of A level students

### 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 English Literature to A-Level
2. Act as a personal tutor to a group of A level students and participate in the Centre's pastoral system
3. Take part & organise enrichment activities such as trips and visits
4. Take part in departmental meetings, INSET and continuous professional development
5. Contribute to curriculum planning in A Level English Literature
6. Monitor students' progress and contribute to the evaluation of results in A Level English Literature
7. Maintain a safe working environment during teaching sessions

### Expectations of the Post Holder

1. To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
2. To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.

3. To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
4. To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**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.

### **EDI**

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

### **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.



## Person Specification

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	1. Appropriate academic and teaching qualifications including a PGCE	X	
	2. Recent experience of teaching A Level English Literature with proven success	X	
	3. Experience of curriculum planning and assessing A Level English Literature work	X	
	4. Experience of working with 16-19 year olds	X	
<b>Knowledge / Experience</b>	5. Strong subject knowledge and awareness of current 14-19 curriculum developments in relation to A Level English Literature	X	
	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	X	
	7. An understanding of the curriculum and pastoral needs of the 16-19 age group	X	
<b>Skills / Abilities</b>	8. The ability to plan effectively, making the subject interesting and accessible to students with a range of abilities and from a range of backgrounds.	X	
	9. The ability to teach the skills necessary for students to succeed at A Level English Literature such as planning and writing essays, understanding language frameworks and using linguistic terminology, effectively annotating texts, note-taking and research skills	X	

	10. The ability to communicate and work effectively with staff across the department at all levels	X	
	11. The ability to relate to, communicate effectively with & counsel students, and to monitor their progress	X	

***Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.***

**When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.**

**Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: [HRHelpdesk@capitalccg.uk](mailto:HRHelpdesk@capitalccg.uk)**