The Canterbury Academy Trust
Schools for all the Talents

JOB DESCRIPTION

The Canterbury Academy Trust was initially established with two schools, The Canterbury Primary School and The Canterbury Academy. The Trust also now operates City View Pre School & Nurseries Ltd; an offsite Key Stage 4 Alternative Curriculum Provision (ACP) for 40 students, on behalf of The Canterbury Inclusion Service; and The Youth Commission, on behalf of Kent County Council, which means overseeing three Youth Centres in the district.

The Canterbury Academy Trust was created in October 2010 and is a charitable company limited by guarantee with a group of Trustees and a Board of Directors. The Directors are the employer.
Most of The Canterbury Academy Trust is located on The Canterbury Campus, which offers 'a wealth of opportunity'. This is a geographical expression which labels the site and all the facilities and services on it. We are proud to be a leading national example of co-location.

JOB ROLE: **Teacher of English**

CONTRACT HOURS: **1.0**

SALARY: **AT1 - AT9**

RESPONSIBLE TO: **Head of English**

JOB PURPOSE:
Under the reasonable direction of the Head of Department, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
To raise standards of student attainment and achievement within English and monitor and support student progress.

SPECIFIC DUTIES:

- To teach English to groups of students from all abilities across years 7 – 13.
- To ensure that all lessons are planned with clear aims and objectives.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing abilities of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.

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- Liaise with Head of Department regularly.
- Keeping clear records of work and student attendance registers.
- Attending meetings and workshops as required.
- Monitor progress of pupils in English against school targets.

GENERAL RESPONSIBILITIES:

- To work towards meeting the targets set by The Children Act 2004 and by Every Child Matters during term / non term time and weekends.
- To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff
- To work positively and enthusiastically with all stakeholders and in accord with the values, spirit and practice encapsulated in The Campus Charter and other standards as exemplified in the professional learning area of the intranet
- To be an ambassador for The Canterbury Academy Trust
- To invigilate examinations as required.
- Willingness to become mentor to approximately 12 students.
- To carry out student supervision duties immediately before school, at break and lunchtime and immediately after school as part of contracted hours.

HEALTH & SAFETY RESPONSIBILITIES:

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

PERSON SPECIFICATION:

Qualified Teacher Status
A secure knowledge and understanding of the concepts and skills essential for students in English
A good knowledge of the National Curriculum relating to English
Have an ability to use a range of imaginative teaching strategies to engage pupils
To be able to establish a safe and purposeful classroom environment
Able to motivate and inspire pupils
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
Good influencing skills to encourage pupils to interact with others and be socially responsible
Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
Willingness to learn and develop
Ability to maintain confidentiality
A high level of IT skills
High standards of professionalism
Flexible and adaptable attitude demonstrating a cooperative spirit / can do attitude
Positive approach to problem solving
Responsible & conscientious approach to Health & Safety
Calmness under pressure / resilience

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SAFEGUARDING:

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.