

JOB DESCRIPTION

Job Title:	TEFL Teacher	Reporting to:	Assistant Headteacher
Location:	City Academy	Annual salary:	UNQ
Contract type:	Full time, Permanent	Hours of work:	Monday – Friday 32.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

The main purpose of the post is to drive up standards, expectations and aspirations, so that staff and students regularly experience success and a sense of progression.

Main Responsibilities

- Deliver teaching and learning with the CORE Hello provision and engage in self-evaluation.
- Create a good climate for learning.
- Engage and maintain a culture of high expectations of work and conduct within CORE Hello.
- Ensure that all learning takes place within a creative and disciplined atmosphere.
- Utilise data and analysis of data to identify students' needs and to monitor their progress.
- Develop and maintain appropriate assessment and recording procedures in line with School policy.
- Coordinate and produce reports to the Assistant Headteacher responsible for Language Acquisition.
- Monitor and review reporting to parents, in line with School policy.
- Contribute to the curriculum staff across the Academy Trust.
- Undertake appropriate training as necessary.
- Contribute to the teaching of EAL students throughout the school.
- Ensure teaching and learning opportunities meet the needs of all students including those with special educational needs and those with challenging behaviours in line with the school's inclusion policy.

Teaching

- Consistently teaching high quality lessons.
- Deliver the EAL curriculum in line with the relevant key stage groups.
- Identify individual student capabilities, plan and distinguish teaching methods appropriately to build and develop student learning.
- Contribute to the development of teaching materials and programmes of study.

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- Maintain discipline in accordance with the school procedures and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.
 - To assess accurately and maintain appropriate records.
 - Follow School teaching policies for example with regards to assessment, marking, feedback and homework.
 - Be a role model for students, inspiring them to be actively interested in their academic development.

Student support

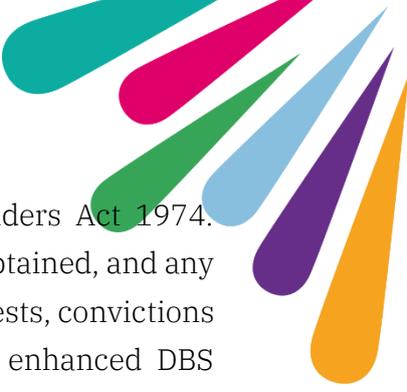
- To be a Form Tutor to an assigned group of students.
- To promote the general personal development and well-being of individual students and the tutor group as a whole.
- To liaise with the Assistant Headteacher for language acquisition to ensure the implementation of the student support system.
- To register students and encourage their full attendance and their participation in other aspects of Academy life.
- To alert the appropriate staff to problems experienced by students in the tutor group.
- To be fully aware of all matters of child protection and safeguarding and follow the appropriate policies and procedures as required.

Professional

- Be up to date with the latest developments in teaching practice and methodology, particularly in relation to the teaching of English as a Foreign Language.
- Be aware of departmental and Academy health and safety measures, including relevant risk assessments.
- To set cover work during any leave of absences.
- To take part in Open Evenings and Parents Evenings and any other similar event to support students and their families.
- To attend meetings and professional development activities as required.
- Carry out duties in line with published rotas.
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974



This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	05.10.2021
Job Description Reviewed by:	Head of People and Organisation Development

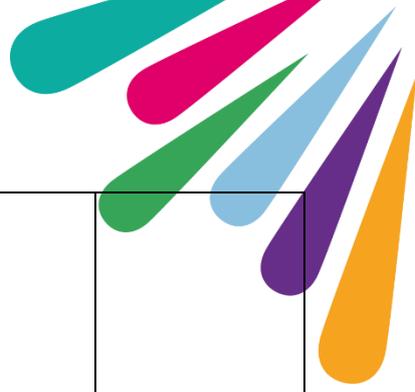


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CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> • Qualified to at least degree level. • Successful completion of the L3 or above TEFL course. 		
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> • Proven experience of working with parents, outside agencies and other partners to raise achievement. • Experience of working in an environment with competing deadlines. • Experience of delivering programmes to support learning and monitoring and evaluating individuals and cohorts of students which has led to the increases in levels of progress. • Ability to plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach students how to speak, read and write in English language. • Ability to assess and record the progress of students learning to inform next steps and monitor progress. • Ability to teaching using an increasingly wide range of teaching strategies to meet differing learning needs and abilities. • Successfully deploy a wide range of effective behaviour management strategies. • To be committed to developing literacy, oracy and numeracy skills across the subjects. 		



<ul style="list-style-type: none">• Ability to work under pressure and meet deadlines.• Excellent communication skills (including written, oral and presentation skills).		
Personal Attributes <ul style="list-style-type: none">• Committed to CORE Education Trust aims• Committed to Equality and Diversity• Committed to own continuing professional development	X X X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Joanna Sargeant on JSargeant@CoreCity.Academy

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk by noon on 19th May 2022.

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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DELIVERING A **CORE** EDUCATION