



## JOB DESCRIPTION & PERSON SPECIFICATION

### Upper School English Teacher

September 2022

The Acorn School is an independent, co-educational school which provides an invigorating, quality education for pupils from 7 to 18 years of age. The diverse curriculum integrates creative and physical activities with academic studies to form a unique, threefold structure designed to support and engage students throughout the various stages of their development.

The school was rated 'Good' across all categories in its most recent Ofsted inspection (published March 4th 2019). Ofsted recognised being a teacher at The Acorn School as a rewarding experience:

*"Teachers share a love and enjoyment of learning. Lessons often include art, songs, literature and reading as various ways to engage pupils and develop a broad range of knowledge as well as to spark an interest. Pupils respond accordingly and delight in the different activities." Ofsted, 2019*

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#### **Upper School**

Our Upper School is well established and offers a full range of subjects. We are a team of committed teachers who work together to support all the students in our Upper school and across the school. We offer a full and balanced Steiner curriculum offering the Certificate of Steiner Education from Level 1 to Level 3 in Classes 10, 11 and 12.

#### **Main responsibilities of the post:**

1. To teach English to pupils aged 12-18 and of mixed ability, following the school's Steiner inspired curriculum. Candidate must have the ability to teach to A-level equivalent standard.
2. To prepare for and deliver internal assessments, including administration of the Certificate of Steiner Education assessments in your subject area.
3. including associated marking and report writing.
4. To be responsible for the delivery of the Upper School's English curriculum.
5. Supervising, managing and assessing the pupils in line with the school's policies and procedures.
6. Liaising with colleagues and parents
7. Record keeping and report writing in accordance with statutory and school requirements
8. To undertake appropriate preparation, study and training as necessary both for the effective delivery of the lessons/curriculum and to advance the school's ethos and objectives for literacy.
9. To work towards developing the English teaching standards and curriculum in the Upper School.
10. To attend meetings with staff, students and/or parents that concern the English teacher
11. To support the school's ethos, principles and objectives
12. To be aware of the school's policies and procedures and to support their implementation

#### **Working hours and remuneration:**

**Location:** The Acorn School, Nailsworth

**Hours:** 6-9 subject lesson teaching hours per week from Classes 9 – 12, plus additional time which is required for preparation, assessment and other duties required to carry out your full involvement in the school.

3-4 main lessons 3-week blocks (approximately 9-10 hours per week for 9-12 weeks)



**Contract:** Permanent

**Rate:** Hourly rate dependent on experience.

**Leave:** Due to the nature of the post, holidays cannot be taken during term time.

**Probationary period:** 2 terms

**Essential application information**

The Acorn School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced Criminal Records Bureau disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

**Additional information**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

**Person specification**

<b>Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Waldorf teaching qualification and significant relevant teaching experience	✓	
Teaching qualification (PGCE) and/or significant relevant teaching experience	✓	
English teaching qualification	✓	
English (or associated subject) qualification to UK or equivalent degree level	✓	
Enhanced DBS disclosure (a new disclosure will be sought for all posts)	✓	
<b>Skills</b>		
Good knowledge of teaching English to secondary school students.	✓	
Ability to teach to A-level equivalent standard in English	✓	
Knowledge and understanding of the Steiner Curriculum	✓	
Ability to inform and enthuse mixed ability students in the specified age range and ability	✓	
Create resources that have been effectively differentiated to meet individual needs.	✓	
Ability to teach varied abilities within one class	✓	



Excellent team-worker	✓	
Excellent communication skills	✓	
Excellent record keeping skills	✓	
Basic ICT skills including word processing and email		✓
Ability to work with confidential information and maintain high levels of confidentiality	✓	
Awareness of health & safety requirements		✓
A clear passion for the subject as well as outstanding subject knowledge.	✓	
<b>Work Experience</b>		
Teaching Upper School students (age 14-18)	✓	
Teaching in small groups		✓
Liaising with parents	✓	
Working in a team	✓	
Working with confidential information	✓	
Have experience working with young people in an education based or similar environment	✓	
<b>Behaviours/Characteristic</b>		
Punctual and reliable	✓	
Be inspiring, determined and committed	✓	
Desire to assist in the further development of the Upper School	✓	
Desire to assist in the development of the school as a whole	✓	
Desire to assist in the development of the English curriculum	✓	
Desire to continue to learn and develop as a teacher	✓	
Ability to work collaboratively	✓	
Ability to shoulder responsibility		✓
Interest in education and understanding of the aims and objectives of the Acorn and Steiner approach and curriculum in education	✓	
Willingness to develop the ability to talk knowledgeably to prospective parents about the education and the school		✓
Have a good sense of humour and be able to build excellent rapport with students and colleagues alike	✓	