



**Job Description**  
**English Teacher**  
(Full-Time Position)

**Full Time Salary:** £27,000 – £32,000 per annum (depending on experience)

**Work Hours:** 37.5 hours per week

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to:** Project Manager

**Mission Statement:** To deliver the best quality provision of support and education to help young people thrive in their challenging environment.

**Introductory**

The Write Time is a successful Social Enterprise that is currently working with young people and adults across South London. The Write Time has an Independent school, Post 16 and adults training and employability programme. We are looking for individuals to work on our post 16 and adult programmes and support learners through English and Employability qualifications.

**Purpose:**

- To teach Functional Skills English qualifications to young people and adults in preparation for them re-entering, accessing further education, apprenticeships, or work
- To teach PSD and Employability Skills and other timetable lessons as required
- To develop and manage our core English curriculum, ensuring it meets the needs of all learners

**Job Purpose:**

- To carry out the professional duties of a teacher as circumstances may require in accordance with The Write Time's policies under the direction of the Project Manager
- Focus on the quality of the learner journey and develop excellence in teaching and learning incorporating The Write Time's values
- To provide operational direction and support for The Write Time's programmes, ensuring growth of provision through partnerships with existing and new colleges and training providers
- Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service
- To work as a part of a multi-disciplinary team that works with young people to help identify and meet their personal, learning and work needs

**KEY ACCOUNTABILITIES:****Main Duties:**

1. To provide a high quality learning experience for young people and adults through effective and innovative teaching of Functional Skills English qualifications at various levels, as well as Employability, PSD lessons and general curricular support
2. To motivate and sustain interest, promote improved application to learning, develop self-esteem and raise the standards of achievement of learners
3. To perform the following Functional Skills and employability administration duties: monitor and record student progress; liaise with staff and management regarding qualification entries; manage the running of assessments and exams with staff/management support
4. To prepare appropriate lesson plans, tracking schemes of work and evidence to support the achievement of qualifications
5. To prepare learners for re-engaging into education or to achieve qualifications so as to access further education, work, and /or an apprenticeship

6. To provide support during other timetabled lessons
7. To ensure that detailed learning records and ILPs are maintained and that hard copy documentation is held, including all evidence required by The Write Time
8. To ensure relevant vocational elements are embedded into the curriculum as per The Write Time's curriculum policy
9. To work with colleagues to ensure there is feedback regarding learners attendance, behaviour and attainment, which helps identify any problems that may cause the learners to disengage with education
10. To carry out any other reasonable requests by management, consistent with the nature the role
11. Take ownership of personal continuing professional development (CPD) to maintain professional standards
12. Be willing to work outside normal hours from time to time in-line with standard teaching practice

#### **In Common with other staff:**

- To read and support all The Write Time's policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services
- To carry out all duties in accordance with Health & Safety and safeguarding requirements
- Provide advice and support for non-specialist colleagues
- To ensure that the highest standards are provided at all times.  
Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service
- To work as a part of a multi-disciplinary team that works with learners to help identify and meet their personal, social, learning and work needs



- Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner
- Your approach to work should demonstrate and reflect The Write Time's values

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.