

JOB DESCRIPTION

Post	TEACHER OF ENGLISH
Grade/TLR	Teachers/no TLR
Contract	Permanent
Conditions	Teachers National Pay & Conditions
School/Location	Chestnut Grove Academy, Balham, London
Reports to	The post is professionally responsible to the Head of School but will report to and take direction from the Head of Department or designated member of SLT on a day to day basis.
Line manages	n/a

Context

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

Main Responsibilities

Teaching & Curriculum

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and at home.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- To ensure a high quality teaching and learning experience for students; this must meet internal and external quality standards;
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- To undertake assessment of students' work as requested by external examination bodies, departmental and school procedures;
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for English students.
- To contribute to raising standards of student attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives and to plan and prepare lessons following the school's policy
- To contribute to the department's Improvement Plan.

- To provide extra-curricular enrichment activities, including organising and accompanying appropriate field studies to comply with the requirements of the National Curriculum and external examination syllabuses;

Staff & Resources:

- To contribute to the process of the ordering and allocation of equipment and materials, assisting the Head of Department to identify resource needs;
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- To continue personal development in the relevant areas including subject knowledge and teaching methods;
- To engage actively in the Performance Management Review process and take responsibility for own development.
- To ensure the effective/efficient deployment of classroom support;
- To work as a member of the department and to contribute positively to effective working relations within the school.

Quality Assurance:

- To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures
- To review regularly methods of teaching and programmes of work;

Information, Communication and liaison:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school management system, registers etc.
- To communicate effectively with the parents of students and, where appropriate, with persons or bodies outside the school, following agreed policies.
- To complete the relevant documentation to assist in the tracking of students and use this to inform learning and teaching
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Action planning days and liaison events with partner schools;
- To contribute to the development of effective subject links with external agencies.

Student & Pastoral Responsibilities

- To be a Form Tutor to an assigned group of students, promoting the general progress and well-being of individual students, alerting the Raising Standards Leader to any issues as appropriate.
- To register students, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records; this includes participating in Academic Monitoring and providing reports as requested.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff;
- To contribute to the Health curriculum according to school policy;
- To apply the school's Behaviour Management Policy and systems so that effective learning can take place.

General Responsibilities

- To comply with the Trust's Equalities, Diversity and Inclusion policy, as well as all other relevant Trust policies and procedures, at all times. Be aware of and support difference and ensure equal opportunities for all.
- To carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.
- To present a consistently positive image of the Trust and uphold public trust and confidence.
- To undertake any other appropriate activity reasonably requested of you by the Head of School or member of SLT
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.

Safeguarding

- To have due regard for, and demonstrate a commitment to, the safeguarding and promotion of the welfare of children and young people.
- To follow and adhere to the Trust's safeguarding policy, the Department for Education's statutory guidance 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children.
- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people .
- To maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, exercising sound professional judgment which always focuses upon the best interests of the students and the school.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Special Conditions of Service:

This post is exempt from the Rehabilitation of Offenders Act 1974. It is a requirement of your employment that you inform the Employer immediately if at any time during your employment you: are charged or convicted of any criminal offences; or are in receipt of any indictments or police cautions; or are provisionally or permanently placed on the Children's Barred or Adults' Barred List (if applicable) administered by the DBS. Any such information disclosed to the Employer will be processed in accordance with the Data Protection Act 2018. Failure to notify the Employer of any such charges, convictions, indictments or cautions may result in disciplinary action against you up to and including summary dismissal for gross misconduct.

PERSON SPECIFICATION

TEACHER OF ENGLISH

Qualifications
Qualified Teacher Status
Relevant qualifications to teach English to an advanced level
(Desirable) Relevant qualification to teach Film & Media to an advanced level

Competencies & Skills
Evidence of effective and successful teaching of English across a wide range of ability.
The ability to motivate and inspire students to achieve the highest possible standards in English
Up to date knowledge of the English curriculum and assessment procedures
Excellent organisational and classroom management skills.
Ability to analyse and use data to set and monitor targets;
Able to evidence and demonstrate a creative approach to engaging and inspiring students;
Personal Traits
Excellent inter-personal and communication skills
An excellent record of attendance and punctuality
Ability to be proactive, self-starting, enthusiastic and committed.
Ability to work under own initiative and take ownership for key tasks.

Date Reviewed:

22nd January 2026