Job Description: Specialist Teacher of English

Reports to: Principal
Location: South Delhi
Start date: October 2015
Salary: Rs. 35,000 + (Depending on experience)

About Ark

Every child deserves a great education – one that allows her to follow her dreams and achieve her potential. But education is complex and difficult to get right. Teachers, schools and systems all face deep and embedded challenges and it is in the poorest communities where those challenges are greatest.

Ark knows first hand that great schools can transform a child’s life. We know this because we run 35 schools in deprived inner city areas of the UK, and we recently launched our first school in South Delhi.

Our plans in India are ambitious; we ultimately aim to grow a network of 20 high performing schools which impact the entire education system. We want to give every child the opportunity to achieve his or her potential, and set a new benchmark for quality education for children from disadvantaged backgrounds. We are part of growing movement in India and beyond which refuses to accept the status quo in education and is determined to find sustainable models that will contribute to better education for all.

If you are passionate about radically improving education and prepared to do the right thing for children no matter how hard it is, this is an incredible opportunity to join a like-minded organisation and to make a difference.

For more information about our education work and approach please visit www.arkonline.org/education/india.

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Responsibilities

This exciting role will be a core part of the start-up of Ark’s India schools network. The Specialist Teacher of English will initially work in Ark’s South Delhi office with the Education Director to create a highly effective education model, focusing on development of the English curriculum, using Ark’s ASPIRE programme – based on a synthetic phonics...
approach – as the starting point. He or she will then deliver this curriculum as a specialist teacher in Ark’s first primary school, as well as training other colleagues in effective English teaching. The Specialist Teacher’s responsibilities include:

**Development of the English curriculum**

- Working with Ark’s international education experts to develop the English curriculum, initially for Kindergarten and Grade 1 and subsequently for Grades 2 – 5
- Developing an expert knowledge of outstanding practice both within the India context and internationally; maintaining a bank of Ark English teaching resources

**English subject teaching (primary)**

- Supporting an ethos of high expectations for behaviour and achievement of all students
- Supporting an environment where Hindi, English and each students’ mother tongue are equally valued
- Teaching engaging lessons which enable students to learn effectively
- Being accountable for each students’ progress and outcomes
- Setting and marking students’ work and giving feedback; setting and marking regular assessments to monitor student progress
- Working with colleagues, using assessments and data to plan motivating and inspiring lessons and classroom activities
- Planning and teaching catch up (remedial) sessions for students who are behind
- Producing oral and written reports on students’ progress and attainment, for both colleagues and parents
- Working with parents to build their understanding of effective English teaching techniques, engaging them as partners in their children’s learning
- Organising and participating in educational trips and events
- Ensuring students’ well-being within school is maintained at all times

**Staff training and development**

- Working with the Ark team to define the content of training programmes which will ensure all staff can support children to learn English effectively
- Delivering training programmes to colleagues
- Identifying key areas for development/support for the teaching of English throughout the school
- Participating in ongoing teacher development to improve the quality of teaching across the school including:
  - Being regularly observed teaching; receiving and responding to feedback
  - Observing colleagues and delivering feedback and practice sessions

Other responsibilities
- Performing additional duties and tasks required for the effective operation of the school, as directed by the Principal

Qualifications and Qualities
Qualifications
- Any undergraduate degree (three year bachelor’s) or above
- Right to work in India

Experience and knowledge
- At least one years’ teaching experience, with some experience of teaching children from diverse backgrounds
- Experience of teaching children for whom English is not their mother tongue
- Understanding of early reading and language acquisition in children aged 3 - 6
- Experience using a synthetic phonics approach to teaching reading
- Some knowledge of current international thinking on educational achievement and improvement and best practices

Attributes
- A deeply held belief in Ark’s mission– that all children, regardless of background, deserve an excellent education
- Mastery of English, with impeccable written and oral fluency (likely a native speaker)
- Teaching and learning expertise with desire to achieve educational excellence
- Resilience, motivation and performance orientation - sets and achieves high standards for self and others
• Good communication, planning and organizational skills
• Analytical skills, in particular the use of data to diagnose student progress and adapt teaching methods and lesson plans accordingly
• Computer skills, including e-mail, basic word processing and number packages (e.g. Microsoft Word and Excel)
• Flexible and adaptable style, responding positively to changing demands

**Language skills**
• English and basic Hindi (or willingness to learn Hindi)

**Other factors to consider:**
• Commitment to equality of opportunity and to safeguarding the well-being of all students
• Commitment to treating all members of the school community with dignity; showing tolerance of and respect for the rights of others

**Recruitment Process**

**Application Process**
• To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to indiarecruitment@arkonline.org, ensuring you state the role you are applying for in the subject line of the e-mail. Please include the details of at least two referees within your application.

**Shortlisting**
• Only those candidates meeting the right criteria will be taken forward from application.

**Selection**
Selection will involve a lesson observation and an interview day. Where possible these will take place on the same day.
• Shortlisted candidates will be observed teaching a short lesson, either in their own school or in a school arranged by Ark.
• An interview day will take place in Delhi and will involve:
  o An interview with senior Ark staff
A variety of selection tasks to assess candidates’ skills

Reference checking

- As you will be working with children this role will be subject to enhanced background checks.

Probation

- All new staff will be subject to a probation period of six months, with the possibility of extension to one year based on performance. The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which they have been employed. It provides Ark with the opportunity to monitor and review the performance of new staff as well as their commitment to safeguarding and their relationships with pupils.
About Ark’s Schools

All our schools are built around six key principles, called our six pillars.

**High Expectations**
Our network mission is to close the achievement gap between rich and poor children. Our vision is that by the end of school all children have equal choices and opportunities.

We set ambitious, aspirational targets for our schools’ performance and believe that it is our responsibility to give our students the teaching and support they need to fulfil their potential.

We have high expectations of academic success for all of our students, regardless of background or ability. We set challenging targets which demand that students make exceptional progress relative to their starting points, as well as securing high attainment.

**Excellent Teaching**
We believe that teachers should be well trained, skilled professionals. Our schools and our network will be strongest if all our staff members are on a path of continuous improvement and development.

For teachers, we offer coordinated, practical training in proven techniques and necessary classroom skills. This provides a platform for teachers to grow and take on increasing independence in identifying solutions to meet the needs of their students, ultimately leading innovation within the classroom.

We expect our school principals to be instructional leads and coach and develop all staff, undertaking regular teaching assessments and feedback to help improve quality and share good practice.

Using data effectively makes it possible to understand what’s working in the learning process and continuously improve teaching so it has the greatest impact on students’ outcomes.
Exemplary Behaviour
We set high standards for behaviour and aim to create a common culture, which emphasises the sanctity of learning, across all parts of our organisation. In our schools we create a respectful, orderly environment which provides a platform for great learning and enables positive relationships to be built between all members of the school community.

Our students should be active, motivated learners in a safe environment which encourages them to take risks and learn from failure. Students behave well due to intrinsic motivation, because they understand the value of school and feel happy and confident in the school environment.

Depth Before Breadth
All students should secure firm educational foundations by mastering core skills in literacy and numeracy, as the basis for success in both school and life. We help our students to gain rich, deep knowledge in languages and in maths and so that they enjoy and are confident in these subjects.

We aim for our students to develop holistically and believe that breadth and enrichment are also important in parallel with the mastery of core subjects. Our emphasis on literacy and numeracy is to enable students to succeed in other academic disciplines, rather than to replace them.

More Time For Learning
To give students an exceptional education, including both depth and breadth of subjects, requires time. Our schools run for longer which ensures all students can participate in enrichment activities as well as the basics.

During school we maximise the time spent on learning, minimising distractions and wasted time.

Knowing every child
Our organisation is founded on the principle of always doing the right thing for children even when difficult decisions are required.

In our schools, the academic progress and welfare of every student is important. Our school staff are responsible for knowing and taking care of every student and enabling their success in school, particularly those who are most vulnerable.

Our schools promote positive interaction with families. Strong partnerships between a student’s family and his or her school will lead to the greatest learning and social gains.