

City Circle Saturday School Teacher Job Description

Locations: West London (Westbourne Park) / Harrow

Hours: Saturday 9.30am – 12.30/1:30pm

Duration: School term time

Reporting to: Head Teacher

This is a voluntary role, however, all reasonable costs relating to the school such as stationery and books will be covered. No previous experience is necessary as all teachers are provided with support and a teacher training session at the start of the academic year. Teachers are expected to commit for at least one academic year (consisting of 30 teaching weeks during school term dates).

City Circle Saturday School

The City Circle Saturday School established in 1999 is one of the projects of the City Circle (registered charity no. 1088931). Educational disadvantage remains one of the most destructive and harmful issues in the UK. Sadly, a student's performance at school depends to a large extent on their background, where they are born, who their parents are and which school they go to. The inequality gap continues to widen and many young people are unable to fulfil their potential. The City Circle Saturday School aims not only to address educational disadvantage but to also provide positive role models who contribute to the development of balanced adults who will be able to make a positive impact within their communities. The school regularly runs careers/university workshops for older students, while the last hour of the school day focuses on personal development within an Islamic context.

Key Duties and Responsibilities

The main purpose of the role will be:

- Teaching the assigned class / students according to the curriculum or assigned lesson plans. This can include setting and marking of work carried out by pupils in class.
- Taking responsibility for tracking the progress of a class and appropriately supporting students.
- To maintain good order and discipline among the pupils within your class and on school premises.
- Practise child safeguarding at all times (training will be provided).
- Communicating and consulting with the parents of pupils.
- Providing feedback to parents and carers on a pupil's progress at parents' evenings.
- Working with other teachers to plan and coordinate work/cover for your assigned class.
- Be committed to uphold and ensure school policies are reflected in daily practice.
- Being punctual to lessons, preparing for class and ensuring management & teaching colleagues are informed of any lateness/absence.
- Take responsibility for your class. This includes duty of care to the students, ensuring lessons are prepared, arranging teaching cover if you are not able to attend, resources are organised and weekly activities are completed (registers, class notes, resources stored away).

Minimum Requirements

No previous experience is required. Teacher induction and training will be provided at the beginning of the school year and throughout the year (subject to schedules) and new teachers will initially support current teachers to gain experience in the classroom.

The ideal candidate will have a genuine interest in working in education and be enthusiastic about working with children, students and volunteers. Punctuality is essential for this role as we aim to practise what we preach in front of the students. The students are our main priority, helping our students to achieve a higher level of education is our aim and all volunteers must place this at the forefront of work they conduct in school.

The legal stuff

Teachers are required to follow the policies and practices set out in the School and Teacher Codes of Conduct for Child Protection, Safeguarding, Health and Safety, and any other policies and practices that apply to the City Circle Saturday School. All teachers are required to complete an enhanced DBS check which the school will cover costs for.

Why teach at CCSS?

- Chance to positively impact educational experience of children through an established and successful project.
- Opportunity to attend teacher training and other training / workshops at City Circle Saturday School or our external partners.
- Gain an insight into the UK education sector and the key challenges.
- Develop your confidence, leadership skills and enhance your CV.
- Join a great team of like-minded volunteers and broaden your social circle.
- Breakfast & lunch is provided to all volunteers each day. We also arrange three official teacher socials during the year (in addition to all the 'non' official get together and coffee sessions!) as a thank you to our hard working team of volunteers.

How to Apply

If you are interested, please send your CV to ccwestsatschool@gmail.com for the West London School and ccharrowschool@gmail.com for the Harrow school. The first step is a brief phone chat followed by the opportunity to visit the school to observe some classes. All volunteers will be required to undergo a DBS background check.

The City Circle is an open circle for open minds. We encourage applications from all sections of the community, particularly those with a keen interest in community engagement. For more information, go to www.thecitycircle.com