

Second in Modern Foreign Languages

TLR 2A

The person appointed is required to take responsibility with the Head of Department in leading and managing MFL.

The successful candidate will have:

- Specific proven experience in the subject area.
- A dynamic approach to working with pupils and colleagues and the flexibility to provide successful and motivating leadership.
- A proven ability to develop creative approaches to curriculum development.
- A genuine interest and commitment to move the department forward in terms of its profile and levels of achievement.

Specific duties will include:

- Working closely with the Head of Department to continue improving standards within the department.
- Contributing to the task of managing curriculum changes in partnership with the Head of Department.
- Working with the Head of Department and curriculum managers to co-ordinate and create resources.
- Co-ordinating and creating resources and materials for the departmental section of the school website and Virtual Learning Environment
- Line managing teaching and non-teaching staff in line with the school's appraisal policy.
- Deputising for the Head of Department when necessary.
- A strong commitment to extra curriculum activities

As part of your wider duties and responsibilities you are required to promote and actively support the Schools responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through school communications.

The successful candidate will be required to teach Spanish and French up to GCSE.

EMPLOYEE SPECIFICATION

POST TITLE: SECOND IN MODERN FOREIGN LANGUAGES GRADE: TLR2A SALENDINE NOOK HIGH SCHOOL

Criterion No.	ATTRIBUTES	CRITERIA	HOW IDENTIFIED	RANK
1	Relevant experience	<ul style="list-style-type: none"> • Successful teaching experience across all abilities in the 11-16 age range. 	Application Form	A
2		<ul style="list-style-type: none"> • Experience of teaching Spanish and French to KS4 	Application Form	A
3		<ul style="list-style-type: none"> • Experience of using a variety of resources to enhance the teaching and learning of MFL 	Application Form	A
4			Application Form	A
5		<ul style="list-style-type: none"> • Evidence of managing an area of responsibility in the MFL department 	Application Form	B
6		<ul style="list-style-type: none"> • Experience of moderating GCSE work. • Experience in leading trips abroad and school exchanges 	Application Form	B
7	Education and training attainments	<ul style="list-style-type: none"> • Qualified teacher status with appropriate qualifications to teach MFL. 	Application Form	A
8		<ul style="list-style-type: none"> • Recent relevant in-service training 	Application Form	B
9		<ul style="list-style-type: none"> • Competence in ICT. 	Application Form	A
10	General and special knowledge	<ul style="list-style-type: none"> • Knowledge of current developments in the teaching of MFL. • An awareness of equal opportunity issues. 	Application Form & Interview	A
11			Application Form & Interview	B
12	Skills and abilities	<ul style="list-style-type: none"> • Effective interpersonal and communication skills. • Enthusiasm for the teaching of languages • Effective administration skills. • Experience of using data for lesson planning and strategic interventions within the Department • The ability to motivate students. 	Interview	A
13			Application Form & Interview	
14			Application Form & Interview	
15			Application Form & Interview	
16			Interview	
17	Additional factors	<ul style="list-style-type: none"> • Commitment to a collegiate approach being involved with whole school issues and the life of the School. • Recent evidence of a willingness to contribute to out of hours clubs, workshops and activities. • Willingness to fulfil a pastoral role. • Commitment to maintaining and/or raising standards. • A willingness to cooperate in the development of links with other schools and industrial organisations. • Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. 	Application Form & Interview	A
18			Application Form & Interview	B/C
19			Interview	B
20			Interview	
21			Application Form & Interview	
22			Application Form & Interview	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the Rank column refer to the importance we will give your answers when we read your application. You must have all the As on day 1 to be able to do the job. If a large number of people apply for the job, we will only shortlist those who have the Bs and Cs as well as the As. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.