



**Teddington
School**

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*Head of School: Kathy Pacey NPQH
Executive Headteacher: John Wilkinson MA NPQH*

Dear Candidate

13 February 2018

Thank you for expressing an interest in the position of Teacher of Modern Languages (French and/or German) at Teddington School. We have included the Job Description and Person Specification for the position below.

The successful applicant will be joining the school at a very exciting time. The school continues to raise its standards at both GCSE and A Level and continues to be a very popular local community comprehensive school. Our aim is to ensure all students, regardless of their starting point, achieve highly. We invest heavily in the professional development and care of our staff as we are committed to ensuring all members of our school community benefit by being part of our school.

The MFL department is led by an experienced Curriculum Leader and consists of six dedicated members of staff. In Year 7, students are taught French in mixed ability groups and most students study both French and German in Years 8 and 9. The majority of students choose at least one language to continue with to GCSE in Year 10 but can tackle up to three of French, German and Spanish (for those who have a particular talent for languages).

Our new Sixth Form opened in September 2014 and has achieved excellent results at AS and A Level. Candidates will enjoy the opportunity to be part of the continued growth of that provision and helping ensure it becomes the first choice for post 16 education by our young people.

If you do decide to apply, please be aware that the **closing date for applications is at 9:00am on Wednesday 28 February 2018**. Please note that we may interview and appoint before the closing date.

It is very important that you include a telephone number for both day and evening so that we can contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact our Curriculum Leader, Ms Green on telephone number 020 8943 0033.

For those wishing to apply, please complete the TES application form (please note CVs will not be accepted) and submit it accordingly.

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely

Kathy Pacey
Head of School

JOB DESCRIPTION

TEACHER OF MODERN LANGUAGES – French and/or German MPS – UPS Outer London

The purpose of this role is to provide high quality teaching and learning, achievement and engagement of students in line with our vision and ethos.

Responsible to the Curriculum Leader for Modern Foreign Languages

KEY RESPONSIBILITIES

- to help develop and implement policies and practices for Modern Languages which reflect the school's commitment to high achievement and effective teaching and learning
- to support the Curriculum Leader in the development of appropriate syllabi, assessment, teaching and learning strategies and resources
- to support in monitoring the progress made towards achieving targets.

Teaching and Learning

To help sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- to plan and deliver effective lessons, ensuring curriculum coverage, continuity and progression in for all students
- to check, mark and assess students' work and report on progress
- to support the subject leader in the choice of appropriate teaching and learning methods, to meet the needs of individual students
- to work with the subject leader in establishing clear practices for assessing, recording and reporting on student achievement
- to ensure that as a teacher you are aware of your contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- establish a partnership with parents to involve them in their child's learning, as well as providing information about curriculum, attainment, progress and targets
- support the subject leader in development of effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and develop students' wider understanding
- To contribute to the orderly atmosphere of the school
- To attend staff, parents meetings
- To act as a tutor
- To carry out supervision duties



Efficient and Effective Deployment of Resources

To help identify appropriate resources and ensure that they are used efficiently, effectively and safely.

- to support the subject leader in identifying resource needs
- use accommodation to create an effective and stimulating environment for the teaching and learning
- willingness to work with others to ensure that there is a safe working and learning environment in which risks are properly assessed

Other

- To unequivocally support and promote the values and ethos of Teddington School
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- Take responsibility, appropriate to the post for tackling discrimination and promoting positive community relations.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school.
- Work in accordance with the Schools Health and Safety Policies and Procedure
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



PERSON SPECIFICATION

TEACHER OF MODERN LANGUAGES – French and/or German

Part A

EXPERIENCE, SKILLS & ABILITIES

Ability to teach up to KS5 in French/German and an ability/willingness to teach French/German to at least KS3.
Evidence of good/outstanding teaching
A high level of organisational skills
The ability to create a stimulating visual environment in the classroom
Knowledge of the new GCSE specification
Excellent written and communication skills, including appropriate ICT skills
A secure knowledge of the importance of data as a means both to measure and to extend progress

Part B

QUALIFICATIONS AND TRAINING

Good Honours degree in relevant subject
Qualified Teacher Status

PERSONAL QUALITIES

Commitment to safeguarding and promoting the welfare of children and young people
Motivation to work with children and young people
Able to form good relationships with students, staff and parents
A commitment to lifelong learning and a willingness to contribute to furthering their own learning through the schools extensive in-house CPD programme
Commitment to the School's Equal Opportunities policies
Personal drive and energy to motivate and inspire staff and students
Commitment to the school's values and moral purpose



Please read these notes before completing the application form

It will help us if you follow these instructions:

- When completing your application form, please include everything you wish the panel to consider on the form.
- Please give the full name and title of both your referees, and ensure that the full addresses, telephone numbers and email addresses are included. Your referees will be contacted if you are shortlisted.
- Please submit your application form before the closing date on TES.
- Teddington School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff members are required to complete a DBS check (formally known as the Criminal Records Bureau) and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community.