

**OVERTON GRANGE SCHOOL**

**Details of the post and appointment procedure**

**Teacher of Spanish and French**

# POST

**Title of Post:**  Teacher of Spanish and French

**Full or Part Time:** Full time

**Salary:** Teachers’ Outer London Pay Scale

**Commencement Date:** September 2018

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities

**Safeguarding Children:** The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Appointment is subject to a satisfactory medical report, two suitable references, evidence of qualifications, including qualified teacher’s reference number and Enhanced Disclosure and Barring Service clearance. Shortlisted candidates will be asked to bring relevant documents to the interview.

All applicants should be eligible to work in this country and will be asked to provide evidence.

For Newly Qualified Teachers appointment will be subject to the satisfactory completion of the statutory induction period.

# APPOINTMENTS PROCEDURE

**Closing Date for Applications:** \*26 March 2018 – applications to Headteacher’s PA, Mrs Linda Owens, Overton Grange School, 36 Stanley Road, Sutton, Surrey, SM2 6TQ **by 12.00 noon**. Candidates should complete the application form and address the person specification in a statement of no more than 2 sides. \*We reserve the right to invite to interview and appoint suitable candidates prior to closing date.

Provision will be made for the acceptance of applications in alternative formats, where appropriate. For example, information can be received on audiotape, typed on a separate sheet or completed on behalf of the applicant. CVs alone will not be accepted as they will not address the person specification and relevant details may be omitted. If shortlisted candidates send an electronic application they will be asked to sign these on the day of interview.

**Visits to the school:** Prospective candidates may wish to visit the school. Please email

Mrs Atchison, Head of MFL, to arrange an appointment:

d.atchison@overtongrange.sutton.sch.co.uk

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**Interview Date:** To be confirmed

**The selection procedure will include:**

* The candidate teaching a KS3 Spanish lesson
* An interview

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to the use of authority and maintaining discipline.

Candidates will not receive any further communication unless they are shortlisted.

**REFERENCES**

Please give full postal address for all referees, **including, where possible, an e-mail address** and fax number. Open references and testimonials are not acceptable. If shortlisted, any relevant issues arising out of references will be taken up at the interview.



**OVERTON GRANGE SCHOOL**

**Job Description**

**Teacher of Spanish and French**

**Full or Part time:** Full time

**Responsible to:** The Head of the Modern Foreign Languages Department

**Role:** Teaching Spanish throughout the School and, ideally, French up to GCSE

**Salary:** Teachers Outer London Pay Scale

The post will involve:

1. **The Learning Experience of pupils by:**

1. teaching Spanish across the full range of age and ability following departmental schemes of work and the National Curriculum - the ability to teach French to GCSE would be an advantage;
2. contributing to the development of departmental schemes of work and assessment;
3. setting and marking homework according to school and departmental policies;

(d) integrating the development of key skills (numeracy, literacy and ICT) into their teaching;

1. monitoring and assessing students according to departmental and whole school policies;
2. contributing to departmental meetings;
3. maintaining a safe and attractive learning environment;
4. fostering business and community links

(h) being willing to contribute to enrichment programmes such as Young Enterprise

2. **School-wide activities by:**

(a) promoting the school's ethos and equal opportunities policy;

(b) contributing to the further development of whole school policies and practices;

(c) serving as a tutor with responsibilities for student academic tutoring, behaviour,

welfare and guidance;

(d) carrying out appropriate school duties, including general lunchtime duties on a voluntary basis.

e) promoting and safeguarding the welfare of students for whom they have responsibility or with

whom they come into contact.

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**OVERTON GRANGE SCHOOL**

**Person Specification**

**Teacher of Spanish and French**

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| **ATTRIBUTES** | ESSENTIAL | DESIRABLE | **EVIDENCE** |
| QUALIFICATIONS | 1. A good degree in Modern Foreign Languages 2. Qualified teacher status |  | * Application form |
| **PROFESSIONAL**  **DEVELOPMENT** | 1. Commitment to undertake professional training / development relevant to the post. 2. Clear and firmly held personal philosophy of education 3. Good subject knowledge 4. Seeking Career Progression | 1 Up-to-date knowledge of  wider current educational  developments/Legislation   1. Knowledge of Every Child Matters | * Letter of application * Application form * References * Interview |
| **EXPERIENCE** | 1. An excellent classroom practitioner 2. Strategies to improve students’ attainment and achievement 3. Effective approach to behaviour management 4. Ability to teach basic skills across the full secondary age | 1. Contributing to the development of Schemes of Work and assessment 2. Provision of extra-curricular activities 3. Ability to oversee tutor groups’ academic, social and personal development | * Letter of application * Application form * References * Interview |
| **SKILLS AND PERSONAL**  **CAPABILITIES** | 1. Ability to teach Spanish at KS5 2. Commitment to promote the vision of the department and maintain its high profile 3. High level of written and oral communication skills 4. Ability to relate effectively to students, colleagues and parents 5. Ability to demonstrate enthusiasm and originality within the classroom 6. Incorporate ICT into the teaching, learning and organisation of their department. 7. Ability to monitor, evaluate and review 8. Ability to work calmly and effectively under pressure 9. Strong organisational, personal time management and planning skills 10. A shared approach to problem-solving and achieving goals; ability to work as a member of a team | 1. High level ICT literacy 2. Interest in developing collaborative ways of working | * Letter of application * Application form * References * Interview |
| OTHER PROFESSIONAL ATTRIBUTES | 1. Individual requirements of job description 2. Contribute to the whole school and extra curricular activities 3. Teach other subjects as required at least to the lower school 4. Commitment to contribute to school life 5. Set a good example with regard to dress, punctuality and attendance. 6. Energetic and self motivating 7. High expectations of self, students, department and college 8. Enjoyment of challenge 9. Willingness to implement the School’s Equality and Diversity Policy and to work within the School’s Health and Safety Policy 10. Commitment to safeguarding and promoting the welfare of children and young people and willingness to work within the School’s Child Protection Policy and the ability to contribute to pastoral work. | 1. Interest in developing links / partnerships with feeder primary schools / the wider community 2. Awareness, understanding and commitment to equal opportunities | * Letter of application * Application form * References * Interview Days |



OVERTON GRANGE SCHOOL

**Modern Foreign Languages Department Information**

**AIMS AND ETHOS**

All teaching within the department is based on the fundamental belief that every student should have the opportunity to learn a modern foreign language as far, as fast, and in as much depth as possible, according to the learning needs of the individual.

In order to ensure this, the department has the following aims:-

* Every student at Overton Grange School will have a very positive experience of learning a modern foreign language, through lessons which are meaningful, lively and interesting.
* The MFL teachers have high expectations of all students and deliver lessons using a broad range of teaching styles.
* Students have a balanced curriculum, where being creative and learning about the culture of the country are given equal importance as learning grammar and communicating in the target language.
* Students are encouraged to be independent and experimental learners, by acquiring good bi-lingual dictionary skills.
* the working environment is rigorous and fair, where students allow each other to learn and allow the teacher to teach.

**CURRICULUM**

MFL are taught in the same sets as maths, and ICT in Year 7 and in independent MFL sets in Years 8 and 9.

Half of Year 7 (Overton) learn French, the other half (Grange) learn Spanish.

Spanish, German and French have good take-up in KS4 and all 3 languages are offered at A Level.

German is taught as a second foreign language in Years 8 and 9.

**HOMEWORK**

Students are set at least one homework of 30-45 minutes per week. This may involve learning spellings, conversations, researching new words/phrases or information, reading or writing an article, story or paragraph. Students are expected to have and use a bi-lingual dictionary for homework purposes.

Regular monitoring, record keeping, formal and informal assessment tests and target setting are an integral part of the Curriculum. The importance of homework is recognised as both a consolidation exercise and as an opportunity to extend the students’ linguistic and creative experience beyond the school environment.

**STAFF**

There are currently 4 full time and 2 part-time Modern Foreign Languages teachers. The students also enjoy the benefits of French, Spanish and German Language Assistants. The department has strong links with and is highly regarded by, a number of Initial Teacher Training institutions and consortia including SWELTEC, The Open University and CILT. The department takes several Beginning Teachers each year and also has trained teachers through the Graduate Teacher Programme.

**RESOURCES**

**Time Allocation**

There are five lessons of one hour per day. Modern Foreign Languages is allocated two 60-minute periods per week in KS3. Allocations increase for KS4 and KS5.

**Textbooks and support materials**

The department uses EXPO for French in KS3 and Mira for Spanish in KS3. A variety of resources are used in KS4 and KS5.

We have satellite TV with French, German and Spanish channels for use with the Sixth Form.

**Room Allocation**

There are five dedicated modern foreign languages rooms. All teaching rooms contain a computer and inter-active whiteboards. There are also fully equipped ICT rooms that can be booked for use with a whole class. There is also a drama studio, which can be booked with the English department.

**EXTRA CURRICULAR**

The department regularly organises a number of school trips abroad.

Year 8 students regularly take part in 5-day residential visits to Spain and to France.

Year 10 have the opportunity to take part in day trips to Aachen and Lille to visit the Christmas markets. Year 12 and 13 German students have recently taken part in a successful German Exchange.

**Evaluation**

All policies and practices currently used in the school are evaluated regularly. This includes the policies and practices within the MFL Department. Recent reviews have led to the introduction of Spanish, first in the Sixth Form and at KS4 and into KS3 (from September 2009.

Providing the opportunity for each student to achieve academic success lies at the heart of everything we do at Overton Grange. This means that all staff are expected to have a strong and thorough grasp of the National Curriculum in their subject. Heads of Department have planned schemes of work to meet the requirements of the National Curriculum rigorously.

We are looking for a candidate who will enjoy being member of the whole school team as well as an effective member of the MFL department.

This is a forward-looking and very successful department. MFL subjects are very popular among students at GCSE and results are consistently above school and national averages. French, German and Spanish are all offered at A level. There are very good links with local primary schools, business and the community. The department has recently been praised in a whole school review by the Senior Leadership Team for the quality of teaching, innovative teaching, student enjoyment, Assessment for Learning and examination results.

**Dianne Atchison**

**Head of Modern Foreign Languages Department**

**February 2018**