

**JOB DESCRIPTION**

**PART TIME MODERN FOREIGN LANGUAGES TEACHER**

**Senior School**

**1 year fixed term**

**For September 2018**

Wellingborough School was established in 1595 and is today an independent co-educational day school which serves Northamptonshire, and adjacent parts of Bedfordshire, Buckinghamshire and Leicestershire. The Pre-Preparatory School has 150 3-8 year old children, the Prep School has 290 boys and girls of 8-13 years and the Senior School has over 400 pupils 13-18, including 150 in the Sixth Form. The School enjoys a strong academic tradition, which it is determined to maintain and is very proud of its co-curricular programme.

A vacancy exists for a Modern Foreign Language teacher to deliver Modern Foreign Languages from Year 7 to Year 11.  The post would suit a well-qualified applicant who is a new or relatively new entrant to the profession, who would enjoy support from a departmental team committed to professional development, or a more experienced teacher looking to widen their experience.  The candidate **must** be able to offer French but being able to offer an additional language, including Spanish, Latin or German may be an advantage and could increase the number of hours being offered.

All staff are expected to contribute to the co-curricular aspects of the School and an interest and expertise in sport, the Duke of Edinburgh Scheme and/or the Combined Cadet Force is particularly welcomed.

**Modern Foreign Language at Wellingborough School**

Either French or Spanish is taught as part of the core curriculum up until the end of Year 11, with some pupils opting to study two of French, Spanish and Latin. Pupils begin working on the IGCSE course in Year 9. A number of pupils opt to continue to study Modern Foreign Languages at A level.  The Modern Foreign Language Department undertakes a number of activities additional to the teaching specification to including an overseas trip and hosting a cultural visit from Modern Foreign Language speaking visitors.

In addition to the post being advertised, the Modern Foreign Language Department currently comprises 3 full time members of staff, and two part-time. There are many resources within the Department which can be used to give variety to lessons.  The classrooms in the Department each have a networked PC and a ceiling mounted projector.

**Responsible to**: Headmaster of the Senior School who will undertake an annual review of performance against the specifics of the role description as set out below.

**Salary:**£ as per Wellingborough School teacher’s pay scale

**Job purpose:**

* To deliver an engaging approach to Modern Foreign Language teaching so that all pupils are encouraged to realise their full potential.

**Relationships:**

1. Reports directly to the Head of Modern Foreign Languages of the Senior School.
2. Works closely with the other Modern Foreign Language teachers in the Department.

**Key Tasks and Responsibilities:**

1. Prepare and deliver sequences of lessons to meet the collective and individual needs of the pupils. These will include:
* Specific learning needs eg gifted & talented, special educational needs.
* Subject specific needs.
1. Use innovative new technologies to enhance learning for pupils.
2. Maintain an exciting and stimulating learning environment.
3. Assess pupils’ achievements and progress, inputting data and meeting deadlines in accordance with arrangements agreed within the School.
4. Ensure that all classroom resources required are available and well maintained.
5. Ensure that pupils are given Prep published on Show My Homework according to the homework schedule and monitor the standard of the work.
6. Ensure that marking of pupils’ work is up to date and advise in a positive manner how work can be improved, in line with the School Marking Policy.
7. Ensure that pupils are comprehensively prepared for examinations.
8. Monitor and report to parents on the progress of pupils in the allocated set in line with the published schedule, including Parents' Evenings.
9. Reinforce consistently high expectations for pupil behaviour in order to create a positive learning environment.
10. Attend and contribute to Senior School Modern Foreign Language Department meetings.

**Requirements of all staff:**

1. Pastoral care of pupils, including leading a tutor group.
2. Full engagement with professional development and appraisal.
3. Participation in events and activities as per the Core Expectations for Senior School staff.
4. Proper and professional regard for the ethics, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality.

**Wellingborough School will offer the successful candidate:**

* Extremely friendly and vibrant staff and pupils
* Excellent CPD opportunities
* Supportive and aspirational parents

**Terms and Conditions:**

* The School has its own salary scale
* Service is pensionable in accordance with the Teachers’ Pension Scheme and permanent members of teaching staff are entitled to a reduction in school fees
* School meals during term time
* Use of School sports facilities at staff allocated times

**Child Protection and Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Person or to the Headmaster.

**Applications:**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.   Please send them for the attention of Mrs Karen Harrison, HR Manager to recruitment@wellingboroughschool.org by 1pm Wednesday 21st March 2018.

Interviews will take place on Monday 26th March 2018.