



Arts & Media School  
ISLINGTON

# Teacher of Spanish & French Recruitment Pack



**Closing Date: Monday 19th February 2018 at 12 noon**



Arts & Media School  
ISLINGTON

# Contents

- Letter from the Head teacher
- General Information
- Advertisement
- Job Description
- Person Specification
- Guidance for candidates applying for a job with Islington Schools



## Arts & Media School ISLINGTON

January 2018

Dear colleague

Thank you for your interest in the post of Spanish and French teacher at Arts & Media School Islington.

The department has sustained very successful outcomes as measured through the learning, attainment and achievement of our students at the end of Key Stage 4. Maintaining this track record is an expectation for which support will be depending on your experience and mind set to learning.

I would welcome an attitude that was open to collaborative and creative thinking as we all work together to realise the school's vision of every child a scholar. Through the application process, you must demonstrate:

- Teaching skills that are consistently good across the key stages
- A record of pupil progress in Languages
- A secure understanding of the MFL syllabus and curriculum

I welcome your application and it would be desirable for you to start at Easter but above this the right candidate for the school is vital. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm and creative ideas. You can be assured of a full commitment to your development within our diverse school community.

Yours sincerely

Susan Service  
Head teacher



Arts & Media School  
ISLINGTON

## General Background information

### MFL information

The MFL faculty is a collaborative and creative department, driven by the pursuit of academic excellence. We have a strong track record of securing excellent outcomes for our students, with 75% of students achieving grade A\*-C and 44% A\*-A in June 2017. We are an innovative and supportive department who have high expectations for all our students and a relentless focus on pupil progress. The department consists of experienced MFL specialists, who are reflective practitioners and have an active interest in pedagogy, approaching the subject from comprehensible input strategies, with a drive to improving the curriculum and outcomes for our students. As a result, the performance for expected progress has consistently been significantly above the national average and we are proud of how we are able to prepare our students to move on to the next steps in their learning.

### About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our students enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and students are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school "a good school" in our last inspection.

Our vision, centred on four cornerstones, inform the decisions that we make

- **Confidence** - we secure and embed our strength and challenge ourselves to develop further
- **Aspiration** - in all areas we actively hold the highest expectations
- **Respect** - every member of the community is celebrated
- **Reflection** - we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the pupils success and are in regular communication with parents and carers. The pupils are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.



Arts & Media School  
ISLINGTON

**Teacher of Spanish & French  
Easter 2018 start preferred  
Full time, permanent contract**

**M2 – M6 £29,859 - £38,623 (depending on experience)**

Arts & Media School Islington is a popular and thriving comprehensive school situated in North London; a vacancy has arisen for a Spanish teacher with French within our community. The post holder will be able to teach Spanish and French up to KS4.

We are a good school with many outstanding features and the opportunity is now available for another colleague to join us on our journey to outstanding in all areas.

Closing date for applications: Monday 19th February 2018 12 noon

Interviews: Wednesday 21st February 2018

School visits are welcome; please contact the reception to arrange a time.

The application form and further details are on our website: [www.artsandmedia.islington.sch.uk](http://www.artsandmedia.islington.sch.uk)

Applications should be emailed to the head teacher's PA Hayley King on:

[h.king@artsandmedia.islington.sch.uk](mailto:h.king@artsandmedia.islington.sch.uk)

**We do not accept applications from agencies or via CV's.**

# Arts and Media School Islington: Job Description

## Spanish & French Teacher

### **Confident**

All members are actively learning and developing

### **Aspirational**

An academic core, enriched with creative and specialist pathways

### **Respectful**

All members manage themselves well and respect each other

### **Reflective**

All members celebrate, support and help each other

**All appointments at Arts and Media School Islington are made in accordance with the agreed School's Equal Opportunities Employment Policy.**

**All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook**

Responsible to: Head of Faculty/ Subject Co-ordinator

### **SECTION 1 - GENERAL TEACHING DUTIES**

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

#### **Teaching & Learning**

1. To manage pupil learning through effective teaching in accordance with the Faculty's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly, to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with SEND and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Faculty team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

#### **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of EHCPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

### **Subject Knowledge & Understanding**

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

### **Professional Standards & Development**

1. To be a role model to pupils through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Faculty handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and IT.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the Head of Faculty.
12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To train in basic first aid.
14. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
15. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
  - have SEND;
  - are most able;
  - are not yet fluent in English.
16. To perform agreed statutory break duties as part of assigned Duty Team.

N.B: Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

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.

# Arts & Media School Islington: Person Specification

## Spanish & French teacher

### Qualifications and Experience

Essential:

- A good honours degree or equivalent and a PGCE qualification.
- Evidence of further subject-based professional development.

### Teaching

Essential:

- Evidence of good classroom practice, leading to successful pupil attainment.
- Good understanding of effective and engaging teaching methods based on language acquisition and creativity.
- The ability to engage, enthuse and motivate students through comprehensible input and project based learning.
- Experience in teaching Spanish and French to KS4 level.

### Assessment

Essential:

- An understanding of the use of assessment to inform planning.
- Evidence of improved student outcomes.
- The ability to monitor student progress through the use of ICT.

### Planning

Essential:

- The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students.
- The ability to set consistently high expectations for all students through class work and homework.
- A willingness to be involved in extended curriculum opportunities in the subject area.
- The ability to manage time effectively and prioritise work.

### Professional Attributes

Essential:

- To be enthusiastic and always positive.
- To stimulate and spark others through working in teams.
- To use critical thinking, creativity and imagination.
- To be able and willing to scrutinise their own practice and to make their practice accessible to others.
- To believe they can improve on their previous best.
- To be highly motivated.
- To respond well to a challenge.
- To maintain high professional standards.
- To have excellent communication skills.
- To have a commitment to their own professional development.

Please give evidence of the above within your personal statement; you are welcome to do this in bullet point form or prose.



# Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

## **General**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

## **Personal Details**

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Islington Schools HR Services including a list of the accepted documents.

## **Present or most recent employment**

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

## **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

## **Previous employment for all support staff (non-teaching) posts**

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

## **Applicants for teaching posts only**

If you are completing an electronic or hard copy application form, please complete Appendix A including full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps. Please note the Appendix A is incorporated within the online application and as such it is not included as a separate document.

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### **Relatives and other interests**

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Disclosure & Barring Service**

London Borough of Islington operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the postholder, on occasion will be required to visit any establishment where there are children.

Please contact HR Services on 0207 715 0320 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to the HR Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

### **Equal opportunities monitoring information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

### **Appendix A Salary Assessment - for Teachers only**

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

*Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.*

### **Background**

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from the HR Manager based at all sites) or on the internet at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.direct.gov.uk](http://www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

### **Policy**

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington and The Bridge School is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### **During the application process**

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### **If you are offered a job at Islington Schools**

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

Within your offer of appointment you will receive details as to how to undertake the online DBS application and Update Service process.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### **Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate.

The HR Manager and Executive Headteacher will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### **Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.



# Arts & Media School ISLINGTON

Turle Road  
Islington  
London  
N4 3LS

Tel: 020 7281 5511

[contact@artsandmedia.islington.sch.uk](mailto:contact@artsandmedia.islington.sch.uk)