

# Teacher of MFL (French and Spanish) Information for Applicants



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[www.longfield.uk.com](http://www.longfield.uk.com)

# Contents

Welcome

About us

Advert

Job Description

Person Specification

How to apply



# Welcome



## ***We are Longfield***

Welcome to Longfield Academy and thank you for your interest in this vacancy.

Longfield Academy is an 11-16 school with a relentless determination to maximise the potential of the young people under our care and support the community as a whole.

Personalised learning is essential to our vision to maximise the academic potential of our pupils. We aim to work with families and carers of pupils to create a bespoke package of support, that will enable our young people to progress to the Post 16 provider of their choice and ultimately beyond this into successful employment.

On joining Longfield Academy you will benefit from an extensive continuous professional development programme, informal and formal opportunities for progression and a welcoming and supportive environment in which to develop your career.

This is a unique and special community and I am extremely proud to be leading us towards future success. We would encourage you to come and visit the school and see what we do. I look forward to receiving your application.

**Mr Nicholas Lindsay**  
**Head of School**

# About us

Longfield is an oversubscribed secondary Academy in the North of Darlington. We are part of SWIFT Academy Trust, with Hurworth, School and The Rydal Academy.

SWIFT Academy Trust is a newly formed multi-academy trust which has an outstanding local school at its heart. Through being part of SWIFT Academies, we hope to strengthen our capacity for school improvement, improve our financial resilience and provide opportunities for further expansion, staff development and to share services.

We believe that every pupil is entitled to the best education and should be given the opportunity to fulfil their potential. All academies within the Trust, are expected to be distinctive, independent organisations with their own ethos, who can deliver high standards in their own right.

Each school should be an improving school; developing young people who achieve highly and are well rounded, ambitious individuals equipped in all respects for a modern, diverse society. The Trust's challenging, supportive leadership and management can enable schools to transform attitudes and outcomes.

Regardless of background every pupil who comes to Longfield Academy will have an exceptional educational experience which will meet their individual needs and abilities.

To enable us to do this we require the best staff who are dedicated to the school and strive to achieve the best outcomes for our pupils.



## Teacher of MFL (French and Spanish)

Full-time/Permanent

Main Pay Range  
£22,917 to £33,824

To commence September 2018

We require an enthusiastic and innovative Teacher of MFL to join our successful team of committed and experienced staff.

You will be a dedicated specialist with high aspirations whose love of languages will enable you to deliver creative lessons to inspire pupils. In addition, you will have a demonstrable track record as an excellent classroom practitioner ensuring pupils make or exceed expected progress.

This role would suit a newly qualified teacher or a more experienced teacher seeking a new challenge.

You are encouraged to visit the school and meet our team. To discuss the post or arrange a visit please contact Mr Stuart Rawle, Assistant Headteacher on (01325) 380815.



# Job description

**Job Title:** Teacher of MFL (French and Spanish)

**Responsible to:** Head of Department

**Location:** Longfield Academy

## **Aims of the Post:**

To provide the highest quality of education, care and preparation for life for all pupils in the school in accordance with the Teachers' Standards and school policy.

## **Main Responsibilities**

### **Teaching**

- ◆ To work with the Head of Department and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge pupils of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses
- ◆ To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for pupils of all abilities and backgrounds whilst ensuring individual pupil progress
- ◆ To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
- ◆ To employ a variety of interactive teaching methods appropriate to the age and ability of each individual pupil to promote a love of learning
- ◆ To impart knowledge and develop understanding through effective use of lesson time
- ◆ To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- ◆ To reflect systematically on the effectiveness of lessons and approaches to teaching
- ◆ To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis
- ◆ To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery

Continued on next page

# Job description

## **Assessment, feedback and tracking**

- ♦ To know, understand and undertake assessment for the relevant subject and curriculum areas, including fulfilling statutory assessment requirements
- ♦ To give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback
- ♦ To use relevant data and pupil tracking systems to monitor progress, set targets and plan subsequent lessons
- ♦ To be accountable for pupil attainment, progress and outcomes within designated classes
- ♦ To maintain appropriate records and to complete assessments, trackers and reports regarding pupils as required

## **Pupil Support, Welfare and Safeguarding**

- ♦ To be a form tutor to an assigned group of pupils and to promote the general progress and well-being of individual pupils and the tutor group as a whole
- ♦ To be keenly aware of the responsibility for safeguarding children and to alert pastoral and other staff to problems arising with individual pupils
- ♦ To demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between pupils and staff
- ♦ To act as a positive role model for pupils, promoting appropriate behaviour for learning and encouraging good practice with regard to punctuality, attendance, standards of work and homework
- ♦ To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- ♦ To ensure pupils comply with policies concerning the use of ICT equipment and observe good practice with regard to e-safety

## **Communications**

- ♦ To communicate effectively with parents and carers with regard to pupils' achievements and well-being
- ♦ To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- ♦ To take part in communication, liaison and reward activities such as open evenings, academic mentoring days and presentation events

Continued on next page

# Job description

## **Personal Development and Effectiveness**

- ◆ To maintain an up to date knowledge of the subject and utilise a range of teaching methods in line with current research and acknowledged best practice
- ◆ To engage actively in the Appraisal process, both as an appraiser or an appraisee, with the aim of improving pupil outcomes and standards of teaching and learning in the school
- ◆ To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- ◆ To actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities
- ◆ To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
- ◆ To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these

## **Resources**

- ◆ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
- ◆ To maintain the allocated teaching areas to ensure that they are well organised and conducive to a stimulating and exciting learning experience
- ◆ To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

# Person specification

## Key

- A - Application Form including letter of application
- S - Selection process including interview and selection activities
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks

	<b>Letter of Application</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
1.	Well presented letter outlining skills, experience and educational philosophy	E	A
	<b>Qualifications, Education and Training</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
2.	Graduate in relevant subject with Qualified Teacher Status for KS3 and KS4	E	A, C
3.	Recent relevant CPD	E	A, C
4.	Working towards further professional qualifications	D	A
	<b>Experience and Knowledge</b>	<b>Essential/ Desirable</b>	<b>Stage identified</b>
5.	Excellent, up-to-date subject knowledge	E	A, S
6.	At least good classroom practitioner	E	A, S, R
7.	Experience of tracking pupil progress and using data to inform lesson planning	E	A, S, R
8.	A proven track record of ensuring pupil progress and of examination success	D	A, S, R
9.	Excellent knowledge of classroom practice, pedagogy and national policy around education	E	A, S
10.	Experience in the delivery of ITT/CPD	D	A, S, R
11.	Experience in a management role	D	A, S, R
12.	Experience of monitoring and evaluating staff performance	D	A, S, R

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# Person specification

	<b>Skills</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
13.	Ability to communicate effectively with a range of audiences, both verbally and in writing	E	A, S, R
14.	Commitment to raising standards and achieving the best outcomes for pupils	E	A, S
15.	Ability to employ a range of teaching methods and adjust these to meet individual pupil need	E	A, S, R
16.	Ability to promote a high standard of literacy, articulacy and proper use of standard English within lessons	E	S
17.	Ability to provide effective and constructive feedback to pupils	E	S
18.	Ability to coach, mentor, support and challenge pupils	E	S, R
19.	Ability to create effective and positive working relationships with colleagues and senior staff	E	R
20.	Ability to establish and maintain an appropriate environment for learning within the classroom	E	S, R
	<b>Personal Attributes</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
21.	Commitment to own professional development and willingness to undertake training	E	A, S, R
22.	Flexible and positive approach to tasks and working arrangements	E	S, R
23.	High level of personal effectiveness including organisational and communication skills	E	S, R
24.	Ability to act as a positive role model and demonstrate high personal standards	E	S, R
25.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
26.	Self-motivated and enthusiastic	E	S, R
27.	Willingness to engage in the Appraisal Process	E	S, R

# How to apply

## **Named Contact**

You are encouraged to visit the school and meet our team. To discuss this post or arrange a visit please contact Mr Stuart Rawle, Assistant Headteacher, Longfield Academy on (01325) 380815.

## **Application Process**

Please apply for this post through the link on our website. Please ensure a contact telephone number and e-mail address is included on your application.

Your Personal Statement should detail your knowledge, skills and experience and outline what you will bring to the post.

Please ensure that you refer to the Person Specification when making an application as the criteria contained in this will be used to compile the shortlist for interview.

## **Closing Date**

The closing date for this post is **12 noon - Friday 18th May 2018**

Interview date: **Wednesday 23rd May 2018**

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# How to apply

## **Interview Arrangements**

If you are shortlisted for this vacancy we will contact you by post to notify you of the interview arrangements. If there is less than one week between the shortlisting and interview dates then we will also e-mail the interview arrangements to you.

Please feel free to contact the HR Team, on (01325) 348112, at any time, should you wish to enquire about the progress of your application.

## **Location**

This post will be based at Longfield Academy.

## **Pre-employment Vetting**

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check, identity, qualifications, medical screening and satisfactory employment references.

