

# Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
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 Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

Job Description and Person Specification	
Post Title	Teacher of MFL (Ability to offer Key stage 4 Spanish and Key stage 3 French)
Salary/Grade	MPS/ UPS
Responsible to	Director of World Studies and Lead Teacher of MFL
Contract Type	Full Time
Contract Term	Permanent from September 2018
Review	Annually (September)
Disclosure Level	Enhanced
<b>Please note the following</b>	
<ul style="list-style-type: none"> <li>due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service)</li> <li>the duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document and may be modified by the Headteacher, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title</li> </ul>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>support the promotion of high standards of student learning, attainment, behaviour and progress</li> <li>support and implement all academy policies, consistently upholding our vision and ethos</li> <li>plan, prepare and teach consistently high quality lessons</li> <li>fulfil a teaching commitment proportionate to the level of responsibility and school needs</li> <li>carry out professional duties of a school teacher as set out in Teachers' Pay and Conditions and in accordance with The Teachers' Standards 2012</li> </ul>	
<b>Main Duties</b>	
<b>Teaching and Learning</b>	
<ul style="list-style-type: none"> <li>demonstrate good subject knowledge through effective planning, preparation and delivery of high quality lessons following agreed long and short term plans</li> <li>contribute to planning, developing and reviewing of appropriate syllabi, schemes of work, lessons and resources</li> <li>teach students according to their differing needs, providing constructive oral and written feedback in line with Academy policy</li> <li>set homework and plan other out-of-class activities to consolidate and extend knowledge</li> <li>participate in and prepare for meetings as scheduled</li> <li>contribute to internal and external moderation of data and work to ensure accuracy of predictions and making informed use of formative and summative assessment</li> <li>use data to monitor progress, set targets, inform planning and put in place appropriate interventions</li> <li>support and contribute to the school's Quality Assurance procedures and Appraisal system</li> <li>actively participate in CPD, taking responsibility for professional development, regularly updating pedagogy and knowledge to improve pupil outcomes</li> <li>support the Director of World Studies to analyse attainment and progress data including examination analysis and half termly progress reviews in order to implement, track and review strategies to close gaps</li> </ul>	
<b>Personal Development, Behaviour and Welfare including safeguarding</b>	
<ul style="list-style-type: none"> <li>read, understand and uphold the Academy Health and Safety and Safeguarding policy and procedures</li> <li>complete annual safeguarding training</li> <li>report all causes for concern to the Safeguarding team using MyConcern</li> <li>be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people</li> <li>have high expectations of behaviour, taking responsibility for promoting good behaviour in classrooms and the academy, in accordance with the school's behaviour policy</li> <li>be a form tutor to an assigned group of students</li> <li>liaise with the pastoral team as appropriate to deliver and support tutor time and House activities</li> <li>support the delivery of Information and Guidance to the tutor group, including writing references</li> <li>support the development of literacy, numeracy, British Values and SMSC according to school policy</li> </ul>	

- undertake mentoring of the tutor group and identified pupils if requested
- actively encourage and support strong home-school partnerships including attendance at parents evenings and acting as a point of contact for departmental or form tutor issues
- communicate effectively with parents with regard to pupils' achievements and well-being

#### **Corporate Responsibilities**

- be a good role model both to colleagues and to young people; acting with fairness, consistency and having high professional standards at all times
- take part in marketing and liaison activities such as Open Evening, Induction Days
- ensure the efficient and effective use of allocated resources
- support and encourage extra-curricular activities to enhance schools' learning experiences
- facilitate the smooth day-to-day running of the school to ensure safe and calm learning environment
- participate, as requested, in the recruitment and selection of staff
- comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities or continued employment for any employee who develops a disabling condition

#### **Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• degree in MFL</li> <li>• A level French and/or Spanish</li> <li>• 5 GCSEs at a grade C or equivalent including Maths/English</li> <li>• QTS (or willing to work towards)</li> </ul>	<ul style="list-style-type: none"> <li>• evidence of recent further effective Professional Learning relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> </ul>
<b>Experience of...</b>	<ul style="list-style-type: none"> <li>• a good or outstanding teacher with experience of teaching MFL in a secondary school setting</li> </ul>	<ul style="list-style-type: none"> <li>• dealing with Child Protection and pastoral issues</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>
<b>Knowledge and Understanding of...</b>	<ul style="list-style-type: none"> <li>• the National Curriculum and GCSE requirements for MFL</li> <li>• principles of effective teaching and assessment</li> <li>• current educational issues related to subject area</li> <li>• can use data to access, analyse and interpret information to support pupil progress</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted framework</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• the ability to inspire and enthuse students</li> <li>• able to build and maintain effective relationships with adults and students</li> <li>• ability to remain calm in challenging situations</li> <li>• effective communicator written and oral</li> </ul>		<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>

	<ul style="list-style-type: none"> <li>• able to prioritise, plan and organise themselves and others</li> <li>• able to use initiative to anticipate solve problems</li> <li>• effective team worker</li> <li>• committed to collaborative approaches to learning and a vision of excellence</li> <li>• inclusive approach to education</li> <li>• solution focused</li> <li>• flexible and able to cope with inevitable change</li> </ul>		
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• in possession of Enhanced DBS clearance</li> </ul>	Driving Licence	<ul style="list-style-type: none"> <li>• application process</li> <li>• references</li> <li>• appointment process</li> </ul>

***At Granville we believe in the promotion of British Values, Equal Opportunities and diversity for ALL. We expect all employees and volunteers and share in our commitments.***

<b>Verification</b>			
<b>Signed</b>	_____	<b>(Post holder)</b>	<b>Date</b> _____
<b>Signed</b>	_____	<b>(Principal)</b>	<b>Date</b> _____