



Hawarden High School
Ysgol Uwchradd Penarlâg



Temporary, Teacher of MFL

January 2019

Candidate Information Pack



HAWARDEN HIGH SCHOOL

The Highway

Hawarden

Flintshire

CH5 3DN

Tel No: 01244 526400

Fax No: 01244 534699

Email: hhmail@hawardenhigh.flintshire.sch.uk

Website: www.hawardenhigh.org.uk

Headteacher: Simon Budgen

Required for April 2019:

**Temporary, Full – time Teacher of MFL
(for two terms in the first instance)
(MPS / UPS)**

As a consequence of an anticipated maternity leave a well-qualified, committed and enthusiastic linguist is required to join the Cymru Ewrop a'r Byd Faculty (which comprises Geography, History, Religious Studies, MFL and Welsh Departments), an innovative and highly successful team. The successful candidate could be a Teacher of French, German or Spanish.

The school is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application packs are available on the school website and ETeach and should be returned to Mrs L Donnelly, Head's PA, at the school by **9.00a.m. on Monday, 11 February 2019.**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.

The Highway
Hawarden
Flintshire
CH5 3DN

Headteacher / Pennaeth : Mr. S. Budgen
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www.hawardenhigh.org.uk

Yr Highway
Penarlâg
Sir y Fflint
CH5 3DN

January 2019

Dear Prospective Applicant

Temporary, Full - time Teacher of MFL

Thank you for your response to the advertisement. As a consequence of a maternity leave this post is available from April 2019. The successful candidate will join the Cymru Ewrop a'r Byd Faculty, a dedicated and highly experienced team of staff, all of whom are highly committed to maximising pupil achievement at all levels throughout the school and to sharing innovative practice.

The application pack comprises a number of documents which will, I hope, assist you in your decision to apply for the post. It contains:

- ♦ Job Description
- ♦ Personnel Specification
- ♦ Background Information relating to our Cymru Ewrop a'r Byd Faculty

Copies of our School Prospectus can be found on the school website.

In the event that you decide to apply, I ask that you should send your application (either by post or email to: lisa.donnelly@hawardenhigh.flintshire.sch.uk) to Mrs L. Donnelly, my P.A., to arrive no later than 9.00am on Monday, 11th February 2019. I ask that you should enclose the following documents:

- ♦ Application form (you may supplement this with a C.V. if you wish), including the names and addresses of two referees.
- ♦ Your letter of application.

Shortlisting will take place during the week beginning 11th February with interviews to be scheduled as soon as possible thereafter. Applicants who have not been contacted by the 15th February should assume that, on this occasion, their application has been unsuccessful.

In the event that you require further information in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely



Simon Budgen
Headteacher



Cymru Ewrop a'r Byd (Humanities / Languages)

The Faculty consists of the geography, history and religious studies department; Modern Foreign Languages and Welsh Departments. For the year 2018 – 2019 the faculty will consist of 11 full time and 8 part time members of staff. We have a suite of 13 teaching rooms and a shared office. All classrooms have data projectors.

Humanities teachers are specialists in geography, history or religious studies, and teach across the full age and ability range at KS3 and KS4. Additionally most members of the faculty teach more than one subject. A level teaching is shared by some of the staff. The faculty is keen for our pupils to do well and work as a team to support them in reaching their potential. We encourage the sharing of good practice and develop teaching and learning across the faculty.

Language teachers are specialists in French, German, Spanish or Welsh and teach across the full age and ability range at KS3 and KS4.

History, geography and religious studies are taught to both GCSE and A Level.

History and geography are taught in ability groups from Year 7. religious education is taught in mixed ability groups in both Year 7 and Year 8 and then in Year 9 joins with history and geography to teach in the same ability level groups.

French and German are taught in years 7 to 11, Spanish currently in Years 7-10 and Welsh in Years 7 to 11. There is an expectation that AS French will be taught in September 2019.

All pupils learn French, German/Spanish and Welsh in broadly banded groups from year 8, having been taught in mixed ability groups in year 7.

At the end of year 9 pupils choose whether to take French or German GCSE as part of the option process. All pupils will study Welsh at KS4.

In Years 7 - 9 pupils are also taught LaND (Literacy and Numeracy Development), which takes a thematic approach to improve both the literacy and numeracy skills. In Y7 the pupils study WWII and Energy whilst in Y8 they investigate Italy and crime and punishment. In Year 9 they cover European Studies.

At KS4 and at A Level pupils will be following the WJEC Specifications in all subjects.

The successful candidate will have the ability to inspire pupils to enjoy their learning activities and achieve their potential across the age and ability range. The person will be a committed team player and enthusiastic.

Mr G Evans
Curriculum Leader

January 2019

Post Title: **Teacher of Languages** **April 2019**

Name of Post-holder:

Purpose of Job:

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: **Curriculum Leader for Cymru Ewrop a'r Byd**

Responsible for: **The provision of a full learning experience and support for pupils.**

Liaising with: **Headteacher, Leadership Team, Teachers, Support Staff, LA representatives, External Agencies and Parents**

Working Time: **temporary, Full – time, as specified within STPCD.**

Salary/Grade: **MPS**

Disclosure level: **Enhanced**

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To provide guidance and advice to students on educational and social matters.
- To ensure that ICT, Literacy, Numeracy and Curriculum Cymreig are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching ensuring all lessons are fully prepared and documented.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials and maintain a stimulating environment.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum.
- To contribute to the curriculum and subject areas development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision & Development:

- To assist the Curriculum Leader / Assistant Curriculum Leader (CL/ACL) to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives.
- To assist in the process of curriculum development and change, to ensure the continued relevance to meet the needs of students, examining and awarding bodies and the School's Mission objectives.

Staffing:

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement School quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/subject in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and provide relevant accurate and up-to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communication & Liaison:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the CL/ACL to identify resource needs and to contribute to the efficient/effective use of physical resources.

- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Pastoral System:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with Heads of House to ensure the implementation of the School's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the School concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSE and Citizenship and Enterprise according to school policy.
- To maintain good order and discipline among their students, safeguard their health and safety both when they are in the classroom, when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere.
- To apply the Behaviour Management systems so that effective learning can take place.

School Ethos:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for collective worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signatures:

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated

Signed Dated
(Headteacher)



Person Specification for Teacher of Modern Foreign Languages: Spring 2019

Attributes	Essential (E) / Desirable (D) Criteria	How identified
1. Relevant Experience	I. Experience of working within a comprehensive school (E) II. Successful experience of teaching either French, German or Spanish across the age and ability range (E) III. 'A' Level Experience (D) IV. Pastoral Experience as a Tutor (D)	° Application Form / Letter ° Interview / ° References
2. Education and Training	I. QTS with a degree in a relevant subject (E) II. Relevant INSET (E)	° Application form / Letter
3. Personal Knowledge and Skills	I. Clear understanding of developments within MFL and their implications (E) II. Communication skills (E) III. Administrative Skills (E) IV. ICT Skills (E) V. Positive professional relationships with teaching and support staff (E) VI. Able to relate positively to young people and their parents (E)	° Application form / Letter ° References ° Interview
4. Personal Qualities	I. Acceptance of responsibility (E) II. Able to work as part of a team (E) III. Able to meet deadlines (E) IV. Demonstrate enthusiasm for subject (E) V. Commitment to continuing professional development (E) VI. Well-developed planning skills (E) VII. Track record of good organisational skills (E) VIII. Willingness to contribute to extra-curricular programme (D)	° Letter ° References ° Interview
5. Working Arrangements	I. Temporary, Full – time, post from April 2019 (E)	° Interview

Signed: Date: