



Recruitment Pack

Teacher of Languages

Handsworth Community Sports College



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Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff are fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want all of our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.

Bev Matthews
Chief Executive Officer

Section 1: Post Advertisement/Further information

Post: Teacher of Languages (Specialising in Spanish)

Location: Handsworth Grange Community Sports College

Contract: Full time/Permanent

Salary: Teachers Pay Scale- MPR/UPR

Start date: September 2020

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust. Our mission is simple, to provide an outstanding education for pupils, staff and stakeholders. The education environment is one which is purposeful and allows for high quality teaching and learning to take place. We will unlock the individual potential that exists within every pupil and will aim to give them a strong learning experience that is supported by pastoral systems which bring together the full educational experience into one which will nurture them through a pathway to the world of work and adulthood.

We are looking to recruit a Teacher of Languages (Specialising in Spanish) to join our outstanding Modern Foreign Languages Department at Handsworth Grange Community Sport College. The successful candidate will:

- have very high expectations of all students at all times
- play a full part in the life of the school community, support the Trust and school mission and ethos and encourage staff and students to follow this example
- ensure the consistent delivery of good achievement and progress for all students
- contribute significantly to the continued development and success of the Modern Foreign Languages Department
- be able to teach Spanish and French
- be a positive team player with a strong commitment to professional development

Closing Date: Monday 27th January 2020 (applications to be received by 9 am)

Interviews: Wednesday 5th February 2020

If you would like to discuss the role please contact Alison Keeton (Headteacher's PA), we welcome and encourage potential candidates to visit the school, appointments can be arranged through Alison Keeton: akeeton@hgsc.co.uk

We can only accept and consider applications made using the **Minerva Learning Trust Support Staff Application Form** found both on the Trust's Central website and Schools' website. Please send completed forms to: akeeton@hgsc.co.uk

Section 2: Information about the school

Handsworth Grange Community Sports College

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield, with a continual focus on school improvement, quality teaching and learning, care, guidance and support.

In October 2017 we were graded as Outstanding by Ofsted.

Our Progress 8 score is one of the highest in the country and we are celebrated for the work we do with our most disadvantaged students.

Our students and staff respect and look after each other. We celebrate our diverse beliefs and cultures and recognise the success of all our students whether they be academic or otherwise. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone we try to maintain a caring and supportive ethos. We are really proud of all the successes achieved by our pupils and staff, both in school and in the wider community.

Section 3: Job Description



Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POST TITLE

Teacher of Languages

GRADE/SALARY

Teacher Pay Scale- MPR/UPR

RESPONSIBLE TO

Headteacher

PURPOSE OF THE JOB

- 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 and group 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 and outcomes.
- To share and support the school and Trust's ethos and culture toward providing and monitoring opportunities for personal and academic growth.

RELEVANT QUALIFICATIONS

- Qualified Teacher Status
- A Degree in Relevant Field
- Ability to teach Modern Foreign Languages at Key Stage 3 and 4

Job Description for the post of: Teacher of Languages

Specific Duties & Responsibilities

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

Key Responsibilities:

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to ensure the delivery of high quality teaching.

Main duties

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all pupils' in their classes in line with departmental policy.
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning.
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching teams, meetings and events.
- To plan for the deployment of any support staff who are contributing to pupils' learning.
- To plan opportunities for pupils to learn in out of school contexts.
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
- To implement and review the subject development plan in conjunction with the Leadership Team and/or line manager.
- To develop and audit schemes of work and other documentation related to the use of Modern Foreign Languages within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
- To develop strategies for the use of Modern Foreign Languages to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning.

- To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for Modern Foreign Languages and make recommendations in order to maintain and develop curriculum provision.

Monitoring and assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils' as they learn.
- To involve pupils' in reflecting on, evaluating and improving their own performance and progress.
- To assess pupils' progress accurately against appropriate standards.
- To identify and support pupils' with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
- To identify the levels of attainment for pupils' learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
- To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
- To report on pupils' attainment to parents, carers, other professionals and pupils' as appropriate.

Teaching and Class Management

- To have high expectations of pupils' and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where pupils' feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils' in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.

- To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
- To use ICT effectively in delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period of time.
- To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils' to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend and participate in regular meetings.
- To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements.
- To be a Form Tutor when required to an assigned group of students, promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

General

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To actively participate in continuous professional development and act as a positive role model across the Trust.
3. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
4. This job description will be kept under review and may be amended via consultation with the individual, Chief Executive and Trustees as required. Trade Union representatives will be welcome in any such discussions.

Section 4: Person Specification



Person Specification

Post title: Teacher of Languages

Minimum Essential Requirements	Method of Assessment
Qualifications/Training	
Qualified Teacher Status	AF/I
Degree in related Subject	AF/I
Ability to teach Modern Foreign Languages at Key stage 3 and 4	AF/I
Relevant teaching experience as a teacher or trainee	AF/I
Experience of working in a secondary education environment	AF/I
Prior experience with online learning environments and associated programmes.	AF/I
Knowledge/Experience/Skills	
Knowledge of the Key Stage 3 and 4 subject requirements	AF/I
A thorough knowledge and understanding of the subject area	AF/I/A
Knowledge of the requirements of the National Curriculum as applied to the subject area	AF/I/A
Understanding of and experience of applying a range of appropriate assessment techniques	AF/I/A
Experience of delivering good classroom management in secondary education.	AF/I
Experience of effectively using ICT in the classroom	AF/I
Knowledge and understanding of the contribution their subject specialism makes to meeting present/future needs of young people	AF/I
Capacity to motivate, inspire and challenge young people	AF/I
Capacity to manage the learning environment and student behaviour in a manner, which is conducive to productive learning for all students	AF/I
Ability and commitment to supporting both literacy and numeracy strategies alongside their specialism/s	AF/I
Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents	AF/I
Excellent communication, planning and organisational skills	AF/I
Ability to effectively deploy a range of teaching and learning styles to suit the nature of the course content and the ability and attainments of students	AF/I
Professional Development	
Evidence of a commitment to continuing professional development	AF/I
Willingness to actively participate in professional learning.	AF/I

Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape	AF/I
Qualities/Attributes	
High expectations of self	AF/I
The ability to act on advice and be open to coaching	AF/I
The ability to motivate others.	AF/I
The ability to remain calm and diffuse situations	AF/I
A commitment to support the Trust and the school's aims, vision and ethos.	AF/I
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion	AF/I
Energy and commitment to professional responsibilities and to the betterment of all students	AF/I
A willingness to contribute to the wider life of the school.	AF/I
Equal Opportunities/Safeguarding	
An understanding of safeguarding issues and promoting the welfare of children and young people	AF/I
A commitment to safeguarding students	AF/I
A commitment to equal opportunities	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice	AF/I