

# TEACHER OF MODERN FOREIGN LANGUAGES

## JOB DESCRIPTION

*Reports to: Head of Spanish & Head of French*

## ABOUT JOHN LYON

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE, and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

## THE DEPARTMENT

French and Spanish are taught as main languages from Year 7 through to the Sixth Form. Pupils may take two modern languages to GCSE, with a growing number going on to take languages in the Sixth Form at A-Level. MFL teachers may also offer other languages as part of the School's Co-Curricular Programme.

The French and Spanish Departments share the use of five teaching rooms, one of which is a languages laboratory. A full set of computers is available for use with all its classes. All teaching rooms have excellent IT

resources including audio and video provision.

Applicants without formal teaching qualifications or experience will be considered for this position. John Lyon is excellent at training and developing teachers through its induction programme and by working with PGCE providers. Many highly successful teachers have started at John Lyon with no formal teaching qualifications. For applicants without a teaching qualification we are looking for: passion for their specialist subject; excellent subject knowledge; enthusiasm; strong listening and communication skills; determination and resolve; a desire to get fully involved in the extra-curricular life of the school. John Lyon supports unqualified teachers in achieving Qualified Teacher Status and the Post Graduate Certificate of Education qualification whilst working at the School.

## PRINCIPAL RESPONSIBILITIES

A Teacher of MLF is responsible for teaching, recording assessment and reporting the progress of pupils from throughout the School, as well as any other duties they may reasonably be asked to undertake on behalf of the Department by the Heads of Spanish and French.

As Teacher of Spanish and/or French you would be responsible specifically for the teaching and learning of the subject up to GCSE as a minimum, (the ability to teach to A-level is preferable), ensuring that each pupil is positively encouraged to develop his potential to the full.

### Specific responsibilities include:

- Planning and teaching lessons to the curriculum;
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Undertake development and training in the department and the school;
- Attend regular departmental meetings, and other meetings as appropriate with the Head of Spanish, Head of French and Senior Teacher (Staff);
- Attend NQT meetings if appropriate;
- Cooperate with other Departments in the School;
- Cooperate with Department Members;
- Liaising with Heads of Year and the Heads of Spanish and French in matters concerned with pupil discipline and behaviour;
- Ensuring Health and Safety and Child Protection guidelines are followed;
- Create and maintain a stimulating environment in departmental rooms;
- Implementing all School policies, and all Departmental policies;
- Contribute to the spiritual, moral, social and cultural development of pupils

### ADDITIONAL SPECIFIC RESPONSIBILITIES

- Participate in and assist with the organisation of trips and activities to enhance the teaching and learning of MFL within the School;
- To assist with the marking of Entrance Tests;
- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor;
- To stimulate and sustain extra-curricular interest in MFL through clubs and competitions.

### GENERAL DUTIES

- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To attend whole School events e.g. Open Days, Speech Day etc;

- To contribute to the PSCHÉ programme when required;
- To provide cover and examination assistance as required.
- All staff are required to contribute to the School's co-curricular programme.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

# TEACHER OF MFL

## PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post;
- has strong interpersonal and communication skills;
- has good listening skills and respect for all pupils;
- has the ability to explain clearly and have good presentation skills;
- has the ability to form relationships and to motivate pupils
- has the ability to generate enthusiasm for the work of a department;
- has demonstrated high standards in the necessary professional competencies required of teachers:
  - subject knowledge and application
  - classroom management
  - assessment, recording and reporting students' progress
  - teaching effectively throughout age and ability range
- has confidence to contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a practical understanding of administrative demands;
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety. John Lyon is an Equal Opportunity Employer.