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**Job Description and Specification**

**Modern Forgein Languages teacher – RGS Dodderhill**

**Responsible to:** Head of Department, Academic Deputy Head and Headmistress

**Salary:** RGS Dodderhill Teacher Scale

**Location:** RGS Dodderhill, Crutch Lane, Worcester, WR9 0BE

**Member of:** Academic Staff

**General Purpose:** To be a member of the Modern Foreign Languages teaching staff, to deliver teaching to an excellent standard and to contribute to the well-being and development of the School by supervising, guiding and caring for pupils inside and outside of the classroom.

**Key Tasks and Responsibilities**

* Teach within French and Spanish’s scheme of work and follow agreed whole School policies on such matters as reports, marking and assessment.
* Attend departmental meetings and INSETs as well as whole School Staff meetings as indicated by the Headmistress or Deputy Heads.
* Exercise proper care of rooms and equipment and follow the School’s policy on Health and Safety.
* The first priority of a subject teacher is the teaching of his/her subjects - including preparation, marking, assessing and evaluation of the success or failure of any period of teaching. It is expected that a subject teacher will also:
  + Participate in the various co-curricular activities offered at RGS as his/her interests allow.
  + Become involved in the Tutor, Pastoral and House systems currently in operation in the School.
  + Delivering French and Spanish lessons across the faculty, covering the breadth as required by the curriculum and age range
* Textbooks which are on loan to pupils must be correctly labelled, and looked after properly. It is the teacher’s responsibility that these are collected at the appropriate time.
* Notebooks and exercise books should be marked frequently in line with school policy.
* All teachers are expected to undertake such activities, in accordance with the School’s requirements: cover, school duties and invigilation.
* It is recognised that this job description is not comprehensive and will alter for each teacher to reflect his/her own interests and involvements in the various activities and roles in operation in the School.

**Working Conditions**

Hours to be confirmed locally subject to timetabling requirements.

**Holidays:**

Statutory entitlement.

**Remuneration:**

In line with RGS Dodderhill’s pay scale dependent on experience and qualifications.

Pay will be made in arrears on a monthly basis direct to the bank on the last working day of the month.

**Clothing & Equipment:**

The school will provide any Personal Protective Equipment (PPE) required for the job along with any work-related equipment and associated training.

**Medical:**

All employees of RGS Worcester are required to complete a medical questionnaire and declaration on commencing employment with the school. The school reserves the right to carry out further investigation into your medical condition depending upon the answers provided. This may involve a medical examination and/or contact with your doctor or health centre.

**DBS Screening:**

Employees of RGS Dodderhill need to undergo enhanced DBS. The outcome of this screening may have an effect on the employment of that person.

**Safeguarding Children:**

The post holder will be required to undertake Safeguarding Children training.

**References:**

Continued employment is subject to the receipt of two satisfactory references, one of which must be the present or most recent employer. Ideally references should be obtained before interview in accordance with safer recruiting procedures.

**Employment history:**

In accordance with safer recruitment there is a requirement to provide a continuous employment or occupation history since leaving full time education.

**Probation:**

Continued employment is subject to the successful completion of the probationary period of 2 terms as specified in the contract.

**Job Specification**

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| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential** | **Desirable** |
| An enthusiastic motivated outlook to work with the ability to deal with children and young people in a confident and friendly manner. | X |  |
| Reliability, integrity, resilience and tenacity. | X |  |
| Co-operative, friendly and flexible attitude to all school staff, visitors and pupils with a ‘can do’ attitude and positive outlook. | X |  |
| A willingness to undertake any additional training needed to perform the role. | X |  |
| **Skills and Aptitudes** |  |  |
| Build and maintain relationships through effective interpersonal skills. | X |  |
| Strong organisational and administrative skills | X |  |
| Excellent communication skills to inspire, challenge, motivate and empower others | X |  |
| Think creatively to anticipate and solve problems | X |  |
| Inclusive approach to education | X |  |
| Ability to manage own time effectively | X |  |
| Good IT knowledge | X |  |
| Experience of using Apple systems in education |  | x |
| Naturally demonstrate a ‘can do’ helpful attitude | X |  |
| Work under pressure, maintaining a sense of perspective and humour. | X |  |
| Commitment, honesty and dedication | X |  |
| Shares the School’s values and is committed to the School’s vision | X |  |
| Motivate and inspire confidence in pupils, staff, parents, Governors and the wider community in order to further develop and promote the School and Department |  | X |
| Ability to deliver feedback effectively |  | X |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| Excellent knowledge and understanding of the curriculum and passion for Modern Foreign Languages | X |  |
| Ability to teach French and Spanish | X |  |
| Ability to offer an additional subject or third language |  | X |
| Experience of having taught one or more language at Key Stage 3- GCSE Level- including grammar at GCSE level | X |  |
| Knowledge and experience of lesson planning, use of resources and assessment | X |  |
| Experience of having run language labs for GCSE (or above) students |  | X |
| Understanding of the theory and practice of effective teaching | X |  |
| Knowledge of Safeguarding and Child Protection of Young People | X |  |
| Experience of creating a positive learning environment |  | X |
| Development of Schemes of Work |  | X |
| Successful teaching at secondary level | X |  |
| Worked effectively as a Form Tutor |  | X |
| **Education** | **Essential** | **Desirable** |
| Evidence of success at A Level and Degree Level | **X** |  |
| Degree Level Qualification | **X** |  |
| Qualified Teacher Status |  | **X** |
| Evidence if involvement in relation CPD | **X** |  |
| Other relevant professional qualifications |  | **X** |
| **Commitment Required** |  |  |
| Able to work flexibly, some earlier starts, evenings and weekends will be required | **X** |  |
| A strong commitment to support the School’s Co-Curricular activities programme, including trips and visits |  | **X** |
| **Safeguarding Children** |  |  |
| Understands their role in the context of safeguarding children, young people and vulnerable adults | **X** |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | **X** |  |
| **Equal Opportunities** |  |  |
| Understanding of the requirements of Equality and Diversity | **X** |  |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***