JOB DESCRIPTION

Date	14/05/2021

Job title:	Teacher of Modern Foreign Languages (French/Spanish)
Reporting to:	Head of MFL
Department/School:	Akeley Wood Senior School
Scope:	UK
Checks:	Enhanced DBS with Barred List Checks and Overseas Checks (if necessary)

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 75 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

To ensure that high standards of teaching and learning are delivered across all key stages (3-5)

To ensure that all pupils engage successfully in their learning and are able to make progress towards their agreed targets

An energetic, flexible and empathic attitude is required with a strong belief that every child can acquire strategies to ensure they fulfil their true potential. Personal integrity, honesty, energy, stamina, enthusiasm are all essential attributes.

Key Responsibilities

1. To successfully teach French/Spanish up to Key Stage 4, with the potential of teaching Key Stage 5 for the right candidate.

2. Teachers should seek to enhance student self-esteem through a supportive, encouraging, yet challenging approach to learning, employing a wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes.

3. Teachers will be expected to prepare, teach, mark work and maintain records of attendance, progress, behaviour and achievement in accordance with agreed school policies, using the information to raise standards of learning, with target grades set and reviewed regularly with students.

4. Teachers are encouraged to take the initiative in putting forward ideas and to assist in the development of any aspects of the school.

5. All teachers will be expected to work collaboratively with other staff as members of teams, departments and other cross-curricular groups. Their contributions of their own particular talents and skills to such groups will aid the production of new initiatives, policies, resources, schemes of work etc.

6. In collaboration with students, all staff are responsible for caring for the school environment, ensuring health and safety requirements are met and that a good learning environment is created.

7. All staff should work in partnership with parents, communicating with them and always seeking to achieve the best outcome for each student. This will include meetings outside of the normal school day.

8. All staff should establish high expectations of positive student behaviour and appearance.

9. Teachers should be aware of the school's agreed policies in all areas and work together to implement these effectively.

Principal Working Relationships

Internal:

- Head and Senior Leadership Team
- Head of MFL
- Teaching Staff
- Administration
- Caretaking and Site Management Staff
- Pupils

External:

- Cognita management and staff
- Parents
- Visitors
- External contractors

Person Specification

	Attributes	Essential	Desirable
Qualifications	Qualified Teacher Status	✓	
	Good Honours Degree	✓	
	Ongoing record of Continuing Professional Development		✓
Experience	Successful and relevant teaching experience	✓	
	Teaching in an 11-18 secondary school		✓
	Awareness of national curriculum requirements in all key stages and current national priorities in education		✓
	Successful team working	✓	
Professional Skills	The ability to plan, resource and deliver effective learning to all age and ability groups	✓	
	The ability to inspire, motivate and develop pupils in their learning	✓	
	A strong commitment to reflection, self-evaluation and an ability to use data to inform planning	✓	
	An ability to identify and create exciting learning resources that enable effective learning across all abilities	✓	
	High level of ICT literacy and confidence in utilising ICT for both learning and the management of information	✓	
Professional and Personal Qualities	A genuine interest in young people and a commitment to achievement for all	✓	
	A strong drive to deliver high academic standards and to uphold school expectations of pupils	✓	
	Good communication/interpersonal skills	✓	
	To be able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, and the correct use of standard and scientific English	✓	
	Possess a vision for MFL in schools		✓
	Ability to manage workload and demonstrate flexibility, resilience and perseverance in meeting challenges	✓	
	Total commitment to safeguarding children	✓	
	A positive role model for pupils and a commitment to academic mentoring and the role of the form tutor	✓	
	A willingness to contribute to extra-curricular activities	✓	
	A very good record of attendance and punctuality	✓	

Competencies for the Role:

Role Specific

Teachers should demonstrate that they are effective professionals who challenge and support all students to achieve their full potential through:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of student learning

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Independent School holidays