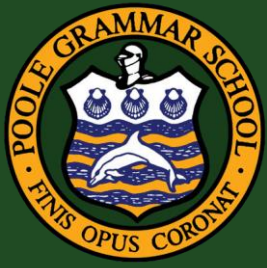


# POOLE GRAMMAR SCHOOL



**MFL TEACHER**

**INFORMATION PACK**



# POOLE GRAMMAR SCHOOL

## Contents

Job description

Person specification

Department information

Application procedure



## Job Description – Teacher of Modern Foreign Languages Any combination of French, German or Spanish

**For January 2024 – Permanent, Part Time/Full-time, MPS/UPS**

The responsibilities of the postholder will include the following areas:

### **Curriculum**

- Teaching Modern Languages (French, German or Spanish) from Year 7 to Year 13 in a manner appropriate to students' ages and abilities
- Monitoring and recording of students' progress in accordance with departmental and school policies
- Promote the A level Modern Foreign Language courses to potential sixth form students
- Attending and contributing to departmental meetings
- Contributing to the development and effective use of departmental resources
- Keep an oversight of the work and progress of students, especially those who are exceptionally gifted as well as those who have specific learning needs using appropriate data
- Maintenance of professional skills through INSET and CPD programmes
- To be proactive in exploring innovative ways of delivering ICT through Modern Foreign Languages and promoting independent learning
- Contribute to the departmental website
- Taking an active role in self-evaluation exercises within the department and school, in line with Ofsted criteria

### **Health and Safety**

- Monitor and make appropriate recommendations to the Health and Safety policy of the Modern Foreign Language department
- Be aware of current risk assessments for Modern Foreign Language activities, e.g. trips, and be proactive in enacting them

### **Extra-curricular**

- To promote extra-curricular Modern Foreign Languages within the school, e.g. through cultural days and events
- To promote Modern Foreign Language to the wider community, e.g. through leading overseas trips and exchanges
- To develop links with local HE/FE institutions and professional bodies

### **Pastoral**

- To take part in the pastoral life of the school as a form tutor
- To contribute to the PSHE programme if appropriate

**Responsible to: Head of Modern Foreign Languages**

This job description is specific to the post of Teacher of Modern Foreign Languages and additional to the generic job description of a teacher at Poole Grammar School.

**Dr Amanda Smith**  
**Headteacher**  
**September 2023**



## Teacher of Modern Foreign Languages

**Job purpose: to facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential, coupled with raising standards of student attainment and achievement.**

### Key aspects of the post are:

#### Teaching

- Plan and prepare courses and lessons
- Teach students according to their educational needs including the setting and marking of work
- Set and evaluate classwork and homework, the latter as per the relevant homework timetable and keep appropriate records of student attainment
- Assess, record and report on the development, progress and attainment and achievement of students – students should receive formal feedback at least once for every five hours of teaching
- Use a variety of teaching methods, both inside and outside the classroom, which will stimulate learning appropriate to student needs and demands of the specification/scheme of work
- Ensure that ICT, numeracy, literacy and school subject specialisms are reflected in the teaching/learning experience of students
- Ensure that all students are set appropriate grades and are tracked accurately against those targets at various points in the year cycle
- Prepare students for public examinations and other examinations as appropriate
- Participate as appropriate in the curriculum enrichment of the school

#### Pastoral

- Promote the general progress and well-being of individual students of any classes assigned to him/her, for example through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on their further education and future careers as appropriate, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with persons or bodies outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time



# POOLE GRAMMAR SCHOOL

## Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to the whole school's planning activities e.g. the departmental development plan, staff meetings and ad hoc committees, Year Head meetings etc.

## Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction and assessment of early career teachers (ECT)

## Quality Assurance

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Review from time to time methods of teaching and programmes of work

## Management information

- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students



# POOLE GRAMMAR SCHOOL

## **Management of resources**

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

## **Discipline and Health and Safety**

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities

## **Responsible to: Head of Department/Head of Year**

This list is not exhaustive and we expect all teachers to fulfil any reasonable request made by the Headteacher, members of SLT or by their Head of Department. In drawing up this job description, the Headteacher acknowledges his responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.

**Dr Amanda Smith**  
**Headteacher**  
**September 2023**



## Person specification: Teacher of Modern Foreign Languages

### Experience

- Exemplary classroom practitioner as a teacher or trainee
- Teaching, or training for teaching, in French, German or Spanish at KS3, KS4 and A level
- Teaching, or training for teaching, a second language (French, German or Spanish) to at least KS3 and ideally to GCSE
- An awareness of curriculum issues relating to Modern Foreign Languages from Years 7 to 13
- An understanding of Health and Safety issues relating to Modern Languages visits
- Meeting the needs of students with Special Educational Needs as well as exceptionally gifted students
- Awareness and promotion of the use of ICT in the Modern Foreign Languages curriculum
- Pastoral work in a school setting

### Qualifications

- Degree in appropriate Modern Language(s)
- Qualified Teacher Status

### In-service training

- Up-to-date subject and National Curriculum knowledge and skills
- A programme of relevant recent courses undertaken if already an experienced practitioner

### Skills

- Ability to contribute to whole school thinking on the curriculum and the processes of learning and teaching
- High order behaviour management and administrative skills
- An ability to lead and inspire students of all abilities
- Establish clear expectations and constructive working relationships amongst staff and students
- An ability to motivate and encourage participation in Modern Foreign Languages both inside and outside the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence

### Personal skills and qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for students, parents, staff and the community
- Energy and commitment
- A sense of humour and can - do attitude
- High level emotional intelligence

A full ECT induction process is available from a very experienced department, which is committed to teacher training at all levels.

**Dr Amanda Smith**  
**Headteacher**  
**September 2023**



# POOLE GRAMMAR SCHOOL

## The MFL Department

### Personnel

The department consists of a Head of Department, and five other teachers including this post. All teachers are MFL graduates and bring a considerable amount of subject knowledge and expertise to their teaching. Most teaching staff teach at least two foreign languages to varying stages.

### Curriculum

Students begin learning two languages when they join the school in Year 7. All students must start with French and opt for either German or Spanish as their second language. Despite Spanish being a more popular second language choice for the majority, German does well with at least one class per year.

Curriculum development at KS3 has been a priority for the department for a number of years, as we try to lay more robust foundations for the new rigorous and, arguably, more demanding KS4 framework. In French, we follow a combination of the Expo and Allez courses in Years 7, 8 and 9. In German and Spanish, we have recently invested in new courses such as Echt and Claro, using these alongside older editions such as Echo and Asi where appropriate.

The school continues to maintain its policy that all students should study at least one modern foreign language to GCSE unless there are compelling reasons otherwise (SEND, EAL etc.). This will enable all students to satisfy the school's overarching policy that a modern foreign language should be a part of the broad curriculum experience offered in a grammar school setting. In Year 8, students choose which language they wish to continue in Year 9; with an increased number of lessons in Year 9, students are well equipped for the GCSE course in Y10. The vast majority of students will be entered at a Higher Tier and perform in the top band. Both the higher and foundation AQA GCSE textbooks are used. We also subscribe annually to Kerboodle for all three languages (KS3 to A level) and this gives both teachers and students access to the digital textbook along with a wealth of supplementary resources to use in lessons and at home.

A level languages (French, German and Spanish) continue to be popular options choices post-16 and the AQA specification is used for all three. We currently offer A level and AS teaching as joint classes with Parkstone (Girls) Grammar School and this provides us with a number of opportunities to foster close links with partner schools.

### Student achievement

Results at both GCSE and A level are consistently strong across the three languages. Our examination results are available via the school's website or via clicking on the following URL: <https://www.poolegrammar.com/the-school/examinations>

### Accommodation and resources

Teaching takes place in six classrooms, all equipped with a video projector and some with an interactive whiteboard. We use this room often for A Level teaching groups and conversation classes with the assistant. We have a departmental office to use at break or other social times by members of the department. In addition, there is access to an excellent supply of textbooks and resource materials, including online resources. We are a supportive team and we regularly share best practice within the department through collaborative planning and developmental training.



# POOLE GRAMMAR SCHOOL

## **Extra-curricular**

The main bulk of extra-curricular activities take the form of residential visits abroad to France, Germany or Spain. In Year 8, around 40 students have the opportunity to visit Normandy as part of a four-day cultural tour during the school's Enrichment Week at the end of the academic year. Students studying A level French have the opportunity in September to visit Paris as part of a joint excursion with Parkstone (girls) Grammar School.

In the past, we have also offered a number of residential visits to Spain (Cantabria) and other parts of France (Paris)/Germany (Rhineland), including exchanges and work experience placements. We hope that the new colleague in the department will want to take part in or even lead on some of our extra-curricular offerings to students.

The school also hosts a weekly language club for all students in the school. This is also attended by our departmental subject ambassadors from the Sixth Form.

## **The post**

In making this appointment, we will look for a candidate who will be able to offer any combination of French, German or Spanish. We are looking for a dynamic and enthusiastic linguist who wants to be a key part of a department of highly experienced and talented individuals at an exciting time in the school's development.

You will be joining a department in a school situated in an area of outstanding natural beauty, with the Jurassic coast, the Isle of Purbeck and New Forest only a short distance away. The school is renowned for the friendliness of its staff room and the potential of its students. Students and teachers share the learning experience and students make excellent progress, enjoying life to the full despite the pressure to succeed academically.

Further details of the school and department are available from the school website. [www.poolegrammar.com](http://www.poolegrammar.com)

**Dr Amanda Smith**  
**Headteacher**  
**September 2023**



## Application procedure

Please visit [www.poolegrammar.com](http://www.poolegrammar.com) and complete the online application form. Once submitted, you will receive an acknowledgement email.

If you are applying for the post on a part time job share basis, please make this clear in your application and confirm the minimum and maximum FTE you would be looking for.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form is available to download from our website. This can either be emailed to the HR Department at [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com) or posted direct to the school. If you post your application, please contact the HR department at the above email address to confirm it has been received.

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

**Closing date for applications: Midnight Sunday 24<sup>th</sup> September**

**Interviews: Week beginning Monday 25<sup>th</sup> September**

Informal discussions are encouraged. Please contact the HR Department to make an appointment at [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*