FIR VALE SCHOOL ACADEMY TRUST

*JOB DESCRIPTION*

**Post Title: Teacher of Arabic**

**Hours of work:** 7.5 hours per week, term time (39 weeks)

**Salary:** Unqualified or Qualified Teacher scale

**Responsible to:** Senior Leadership Team

**Responsible for:** To support students with their literacy including the provision of 1:1 tuition and support within the curriculum. To work with students/staff and parents.

**The key areas of work are:**

A. Supporting Students B. Supporting Teachers

C. Support for the Curriculum D. Support for the School

E. Other

1. **SUPPORTING PUPILS**

**You have responsibility to:  
-** use specialist (curricular/learning) skills/training/experience to support pupils

* assist with the development and implementation of Individual Education Plans
* establish productive working relationships with pupils, acting as a role model and setting high expectations.
* promote the inclusion and acceptance of all pupils within the classroom
* support pupils consistently whilst recognizing and responding to their individual needs
* encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* promote independence and employ strategies to recognize and reward achievement of self-reliance
* provide feedback to pupils in relation to progress and achievement

1. **SUPPORT FOR THE TEACHERS**

**You have responsibility to:**

* work with the teacher to establish an appropriate learning environment
* work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* monitor and evaluate pupils’ response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* undertake marking of pupils’ work and accurately record achievement/progress
* promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Administer and assess routine tests and invigilate examinations / test
* Provide general clerical administrative support e.g. administer coursework, produce worksheets for agreed activities etc

1. **SUPPORT FOR THE CURRICULUM**

**You have a responsibility to:**

* implement agreed learning activities/teaching programme, adjusting activities according to pupil responses/needs
* implement local and national learning strategies e.g. literacy, numeracy, KS3 early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* help pupils to access learning activities through specialist support
* determine the need for, prepare and maintain general and specialist equipment and resources

1. **SUPPORT FOR THE SCHOOL**

**You have a responsibility 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

* be aware of and support differentiation and ensure all pupils have equal access to opportunities to learn and develop
* contribute to the overall ethos / work / aims of the school
* establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils
* attend and participate in regular meetings
* participate in training and other learning activities as required
* recognize own strengths and areas of expertise and use these to advise and support others
* provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* undertake planned supervision of pupils’ out of school hours learning activities
* supervise pupils on visits, trips and out of school activities as required
* any other related duties as they may arise

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FIR VALE SCHOOL ACADEMY TRUST

Teacher of Arabic

Person Specification

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| **Factors** | **Essential** | **Desirable** | **How Identified** |
| Skills/knowledge/experience | * Excellent Organisational skills * Ability to translate, speak and write Arabic and English speaking * High level inter-personal and communications skills * Ability to relate well to children and adults * Work constructively as part of a team * Competent in the use of ICT * A caring, positive attitude towards student welfare * Able to maintain trust and confidentiality where appropriate. * Assist the school in forming a partnership with parents. | * Experience of working within a school. * Understanding of equal opportunities * Understanding of the challenges of an 11-16 inner city school. * An awareness of students with special educational needs. * Experience managing the behaviour of students in a reasonable manner. | Application form  Supporting statement  Interview  References |
| **Qualifications/**  **Training** | * NVQ level 4 qualification in supporting teaching and learning or equivalent or achievement within a reasonable timescale. * Willingness to undertake training to meet the requirements of the role e.g. manual handling, first aid training * Good level of literacy and numeracy. | * Knowledge of relevant strategies e.g. literacy/numeracy. * Willing to undertake further professional development. * QTS | Application Form  Supporting statement  Interview |
| **Work related Circumstances** | * Flexible and prepared to work outside of school hours in response to the needs of the school and its users. |  | Application Form  Supporting statement  Interview |
| **Personal Qualities** | * Energy, imagination and personal commitment. * Ability to adapt to changing workloads and work under pressure. * Self-motivated and ability to motivate others. * Can maintain personal presentation that sets high standard for students. * Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health and Safety, finance, Smoking etc. * Flexible team worker. * Sense of humour. * Ability to form and maintain appropriate relationships and personal boundaries with young people. |  | Application Form  Supporting statement  Interview  References |