SHERFIELD
SCHOOL

TEACHER OF MODERN FOREIGN LANGUAGES
Permanent, Full Time
September 2021

Sherfield School is an independent, co-educational day and boarding school of approximately 465 pupils from 3 months to 18 years. Sherfield School is set in 75 acres of beautiful Hampshire countryside close to Reading and Basingstoke. The School has a forward thinking educational vision, a growing Sixth Form, impressive GCSE and A Level results and an ambitious development programme.

We are seeking to appoint a Teacher of Modern Foreign Languages for September 2021. The role will be offered with a view to starting on 31 August 2021 for our first INSET day.

We are looking for an organised, positive and passionate individual with strong classroom management skills. A specialism in Spanish and the ability to deliver to A-level is essential. A knowledge of French would also be desirable.

Applications are invited from experienced and enthusiastic candidates, with an excellent degree in a directly relevant subject, to join this thriving and outstanding school. NQTs are encouraged to apply.

Full details of the post and an application form may be obtained from the Sherfield School website.

All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter.

To apply, please send your letter and Sherfield application form via post to: Danielle Bishay, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU OR electronically via e-mail: hmpa@sherfieldschool.co.uk

Closing date for applications: Friday 19 March 2021 midday

Interviews will be held shortly afterwards.

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SHERFIELD
SCHOOL
Nursery • Pre-prep • Prep • Senior • Sixth Form

POST TITLE: CLASSROOM TEACHER (QTS)

Reporting to:	Head of Department
Liaising with:	Curriculum and pastoral leaders, SLT, other teaching staff, support staff, governors, parents and pupils, external agencies where applicable
Working time:	FTE
Salary/Grade:	MPS M1-M6 / UPS U1-U3 where applicable
Disclosure Level:	Enhanced DBS with children's barred list check

PURPOSE

- To lead and manage all aspects of the department to ensure maximum pupil progress.
- To raise standards of pupil attainment and achievement within teaching groups and to monitor and support pupil progress in line with the expectations of the school.
- To accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations.
- To be accountable for pupil progress and development within teaching groups against targets set by the school using prior attainment data.
- To provide support and intervention for pupils at risk of under-achieving.
- To make effective use of physical resources within lessons.
- To participate in collaborative planning and sharing good practice with other members of the department.
- To contribute to the development of the curriculum area and subject specific resources.

SCHOOL ETHOS

- To support the school aims, ethos and policies.
- To provide leadership in promoting the ethos of the school to pupils, parents and the wider community.
- To develop an attitude of high inspiration and achievement in the pupils.
- To act as a role model to pupils through professional conduct reflecting our expectations of high standards of appearance and courtesy by the pupils.

RESPONSIBILITES

- All teachers are expected to meet the national teachers' standards.
- The progress of all pupils assigned to teaching groups.
- To ensure appropriate lesson plans are in place for each lesson which take into account the needs of absence cover arrangements.
- Effective deployment of assigned LSA/TA/technicians and other support staff within lessons, as appropriate, to maximise pupil learning.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- Every member of staff has a duty to commit to the safeguarding, happiness and welfare of all pupils at the school.
- To participate in staff programmes for training, in particular safeguarding and Health and Safety.

OPERATIONAL / STRATEGIC PLANNING

- To contribute to the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies and teaching and learning strategies in the subject area.
- To actively monitor and mentor pupil progress through effective classroom interventions (including key groups: SEND, PP, G&T).
- To implement school policies and procedures.
- To work with department colleagues to help develop aims objectives and department development plans which have coherence and relevance to the needs of pupils and the aims, objectives and strategic plans of the school.
- Plan differentiated lessons that take into account individual pupil circumstances (including key groups: SEND, PP, G&T).

CURRICULUM PROVISION AND CONTRIBUTION TO TEACHING & LEARNING

- To deliver appropriate high quality lessons in line with department curriculum plans.
- To motivate and encourage pupils to achieve their best and not to be constrained by targets.
- To ensure suitable work is provided and marked for students from any teaching group working elsewhere, if applicable.
- Develop and maintain an atmosphere of mutual respect with pupils in all classroom activities.
- To ensure appropriate delivery of cross curricular themes in line with school policy and planning.
- To ensure homework and other related activities are uploaded onto Show My Homework.

CURRICULUM DEVELOPMENT

- To contribute, within the department, and across the school where applicable, to the development of an engaging and challenging curriculum which meets the needs of the pupils.
- To keep up to date with national developments in the subject area(s) and regularly review teaching practice and methodology.

- To ensure literacy, numeracy, communication skills are reflected and promoted within lessons where appropriate.

STAFF DEVELOPMENT

- To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance management (and interim review(s)) as part of an active programme of Continuing Professional Development (CPD).
- To participate in the interview process for new posts where applicable.
- To share best practice and promote collaborative teamwork which can motivate and inspire colleagues.
- To share best practice with other departments in order to promote high standards throughout the school.
- To share best practice with all staff where applicable.

QUALITY ASSURANCE

- To engage with target setting/monitoring for each individual pupil within teaching/tutor/mentoring groups in order to maximise attainment.
- To contribute towards department self-evaluation and to seek and implement modifications when required.
- To work with (and contribute to) the department improvement and development plan.

RECORD KEEPING, ANALYSIS AND MANAGEMENT OF DATA

- To keep up to date with, and regularly mark pupil work in line with established school (and department) policy.
- To maintain records of pupil attainment and ensure that the school information system is up to date with relevant data.
- To be actively aware of current attainment (levels/grades) achieved by each pupil.
- To identify and take appropriate action on issues arising from data, systems and reporting.
- To produce accurate pupil reports within the published deadlines.

COMMUNICATIONS

- To communicate effectively and positively with pupils and parents, in line with the school's communication policy.
- To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate.

MARKETING AND LIAISON

- To attend parent consultation evenings, parent tutor meetings, open evenings and other school events.
- To communicate positively and professionally at these events, reflecting school policy and ethos.

MANAGEMENT OF RESOURCES

- To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.
- To proactively engage with provision and use of the school website.
- To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.
- To maintain a stimulating, safe and tidy teaching area.

PUPIL WELFARE

- To monitor and support the overall progress and development of pupils.
- To liaise with the relevant pastoral leader regarding progress of pupils in teaching groups.
- To act as a tutor and carry out duties with the role as outlined in the tutor job description and to take an active part in the house system.
- To contribute to PSHE as required.
- To electronically register pupils in every lesson.
- To ensure behaviour management is applied consistently so that effective learning can take place.
- Develop and maintain high standards of effort and discipline amongst the pupils by the use of school based rewards, agreed goals and sanctions as appropriate.
- Promote rewards and strategies for pupils making good/improved progress.
- Support colleagues in the consistent implementation of whole school policies, rules and procedures.

ADDITIONAL DUTIES

- To play a full part in the life of the school community, supporting others and supporting the school's distinctive ethos.
- To contribute to the overall progress, achievement and attainment of pupils via appropriate extra-curricular provision.
    - Teachers are expected to run at least one lunchtime club and at least one afterschool club. These can be academic societies, sporting or creative.
- Attendance at designated school meetings.
- School trips.
- To work within duty teams to ensure effective supervision of pupils before and after school and at break times.
    - Teachers will be expected to complete at least two school duties each week as per the termly duty rota.
- To contribute to the supervision of pupils at lesson changeover by:
    - Dismissing pupils in an orderly fashion at the end of the lesson;
    - Take responsibility for the area immediately outside of your teaching area;
    - Welcoming pupils promptly into lessons.

OTHER SPECIFIC DUTIES
• To continue personal professional development as agreed. • To engage actively in the performance review process. • To undertake any other duties as specified by the Head Master not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is carried out in accordance with provisions of the School Teachers' Pay and Conditions document and within the range teachers' duties set out in that document. It is also advised that you make reference to the current Teachers Standards', published by the DfE.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunity for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Head Master to reflect or anticipate changes in the job commensurate with the grade and job title.

NEWLY QUALIFIED TEACHERS

All Newly Qualified Teachers (NQTs) are placed on a specifically designed induction and review package and performance will be monitored against the Teachers' Standards (which for this purpose apply to trainees working towards QTS, all teachers completing their statutory induction period (NQTs)) throughout the year. This performance and progress will be recorded on the Hampshire NQT Manager database and must be signed off termly by the Head Master.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please refer to the school Child Protection Policy and other policies related to pupil welfare.

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Person Specification - Teacher of Modern Foreign Languages

Attributes	Requirements		Method of Evaluation/Testing
	Essential	Desirable	
Qualifications, Education & Training			Qualification Certificates & Application Form
Honours Graduate in an MFL subject or equivalent, ideally with Spanish as the main language.	√		
A higher degree in a relevant area of study		√	
Qualified teacher status	√		
Knowledge & Experience			Interview, Teaching, Application Form and Reference
Outstanding classroom practitioner	√		
Effective curriculum knowledge and understanding	√		
Evidence of the implementation of innovative ideas about learning and teaching	√		
A clear understanding and experience of strategies to improve outcomes for pupils at all key stages	√		
A high degree of competence in utilising a range of data to raise pupil performance	√	√	
A track record of motivating, enthusing and inspiring pupils	√	√	
Awareness of current educational developments			

Skills & Personal Qualities Willingness to engage in a programme of extra-curricular support for pupils Professional integrity and high expectations Warmth, sensitivity and a good sense of humour Excellent interpersonal skills, resilience, flexibility and the ability to work under pressure Ability to achieve a sensible work-life balance	 √ √ √ √ √		Interview, Teaching, Application Form and Reference