

## Job Description

### Teacher of Arabic

An outstanding teacher is required to become a Modern Foreign Languages Teacher (specialising in Arabic 3 hours a week) at the London Academy of Excellence Tottenham. The key role will be to ensure that teaching and learning in the classroom are excellent and therefore students make outstanding academic progress. In fulfilling this role, the successful candidate will be intellectual, passionate, rigorous, hardworking, resilient and self-reflective.

#### **Key responsibilities of the post:**

- To ensure that learners in the classroom make outstanding academic progress
- To provide effective pastoral support to a tutor group of ambitious and aspirational students
- To contribute fully to the extended curricular offer at LAE Tottenham

#### **Specific tasks to achieve the above:**

- To teach good and outstanding lessons in Arabic at A-Level
- To have high quality and in-depth subject knowledge
- To plan and adapt teaching effectively to meet the needs of all students, especially those who require additional support
- To ensure the provision of resources which allow students to become independent learners
- To provide formative and summative assessment for all students in a timely and effective manner
- To build a positive academically-focused rapport with all learners
- To support students academically outside lessons as appropriate
- To have an effective understanding of the examination arrangements in the specialist subject area
- To create a challenging but caring and nurturing learning environment
- To produce high-quality resources and maintain displays which promote academic achievement
- To actively reflect on teaching practice and welcome feedback from colleagues
- To be a pastoral tutor for a group of Year 12 or Year 13 tutees, supporting their academic and pastoral development
- To play an active role in the co-curricular offer at LAE Tottenham, including parts which require evening or weekend commitments

### **General responsibilities of an LAE Tottenham member of staff:**

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

### **Other clauses:**

- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post
- This Job Description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This Job Description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters

### **Recruitment and selection policy statement**

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school is committed to creating a diverse workforce and actively encourages applicants from a range of communities.

### **Person specification**

Essential professional criteria	How these will be confirmed
<b>Qualifications</b> A good honours degree or equivalent in the subject to be taught Excellent grades at A-Level or equivalent	Sight of original exam certificates / academic qualifications will be requested

<p><b>Knowledge and Experience</b></p> <p>Accurate and up to date knowledge of the relevant A-Level specification and related pedagogy</p> <p>A strong knowledge of the skills needed by students to succeed in the given subject area</p> <p>A good understanding of how to accurately assess student progress and vary teaching to ensure that all students achieve</p> <p>Experience of positive and impactful work with young people</p> <p>Evidence of continued subject and/or professional development</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>
<p><b>Personal Qualities and Skills</b></p> <p>An unwavering belief in the primary importance of safeguarding young people</p> <p>A passion for helping young people to achieve their potential</p> <p>An excellent team member</p> <p>Adaptability and flexibility</p> <p>A sense of humour and positive outlook</p> <p>Strong communication skills</p> <p>An efficient and effective administrator, able to effectively meet deadlines</p> <p>A passion for extra-curricular experiences</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these attributes</p> <p>Referees will also be asked about these</p>

Desirable professional criteria	How these will be confirmed
<p><b>Qualifications</b></p> <p>Qualified Teacher Status</p> <p>Postgraduate degree and or further relevant professional studies</p>	<p>Sight of original exam certificates / academic qualifications will be requested</p>

**Knowledge and Experience**

Evidence of teaching academically ambitious young people at A-Level

An excellent understanding of Higher Education, including the UCAS process

There will be opportunities at interview to discuss experiences and examples that demonstrate these attributes

Referees will also be asked about these

**How to apply**

Please complete the online Application Form (including the contact details of two referees).

The application form can be accessed via: [www.tes.com/jobs](http://www.tes.com/jobs)

Closing date: Wednesday 5 June 2019

Interviews: w/c 17 June 2019