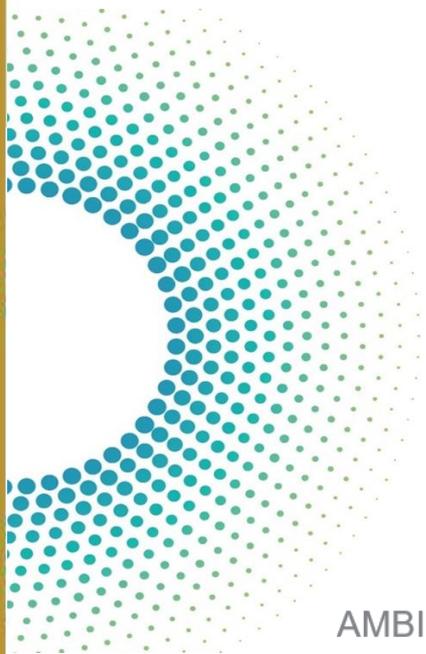




The Brunts Academy

Teacher of Modern Foreign Languages

Job Application Pack



the
evolvetrust
Ambitious Futures

AMBITION | INTEGRITY | INCLUSIVITY | ENDEAVOUR | RESILIENCE



TEACHER OF MODERN FOREIGN LANGUAGES

Recruitment allowance considered for a suitable candidate

MPS/UPS (£22,244 - £37,871 per annum)

(Required for January 2018)

The Brunts Academy Modern Foreign Languages department are seeking to appoint, for January 2018, a teacher of French and/or German with the ability to teach across all Key Stages. The successful candidate will join a supportive team of teaching staff who are strongly focused upon raising standards.

This post is a superb career opportunity in a school that has:

- Been Ofsted rated Good and has already made strides towards achieving Outstanding.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- A high quality provision for personalised staff CPD and leadership development.
- Is recognised for improving the quality of education in other schools.
- A county recognised NQT programme which has been judged to be a model of good practice for years.
- Teacher contracts that are standard and we have adopted the normal teacher pension scheme.
- A staff wellbeing scheme.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership. This is why The Local Authority and DfE has asked us to support other local schools to help them make improvements.

As part of The Evolve Trust you will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

To find out more about why The Brunts Academy and Evolve Trust could be the place for your career to flourish don't hesitate to read on and visit our website –

www.brunts.evolutrust.org



THE BRUNTS ACADEMY

Message from the Headteacher

Dear Candidate,

Thank you for expressing an interest in a vacancy here at The Brunts Academy. We are proud to be the lead academy within The Evolve Trust – Our Trust is passionate about quality education; all of our schools have one simple mission – to give our children the very best education possible and the very best start in life. We want our students to strive for ambitious futures, leaving a positive mark on our and their communities as a whole. Our Academies are Brunts (secondary), Beech (secondary – special) and Bramble (primary).

We are a values-driven organisation with an unwavering commitment “To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

Brunts Academy is proud of the success our students have achieved year on year and, through our constant focus on teaching and learning, we see our students develop into lifelong learners whilst enjoying their time with us.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our academy.

With best wishes



Mr Carl Atkin
Headteacher



Application Details

Thank you for your interest in the Teacher of Modern Foreign Languages at The Brunts Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Brunts Academy
Park Avenue
Mansfield
Nottinghamshire
NG18 2AT

Application forms

These can be downloaded from the school website www.brunts.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives **by 12 Midnight on Friday 27 October 2017**.

Interview

Interviews to be held on Tuesday 31 October 2017.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.



Job Description

Post Title:	Teacher
Reporting to:	The appropriate Team Leader
Responsible for:	The quality of learning and support to enable students to achieve targets
Core Responsibility:	To provide and safeguard the welfare of the students for whom the post holder is responsible or comes into contact with
Liaising with:	Leadership Group, teaching and support staff, external agencies and parents.
Working Time:	195 days per year. Full-time (or reduced pro-rata)
Salary/Grade:	Main Professional Grade
Disclosure:	Enhanced

Purpose:

To implement an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) as appropriate.

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To ensure students in your teaching groups make expected or better progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To take responsibility for a tutor group to support academic and personal development.
- To monitor and support the overall progress and development of students as a teacher and/or Form Tutor

Duties:

Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area's development plan and its implementation in order to secure outcomes.
- To plan and prepare courses and lessons to meet the needs of individuals.
- To contribute to the whole school's planning activities.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and other cross-curricular imperatives are reflected in the learning experience of students as appropriate
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student need and the demands of the syllabus.



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- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Curriculum

- To assist the Director of Learning in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and objectives.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective and efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To implement school quality procedures.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek and implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and support and guidance functions of the school.

Monitoring

- To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance and monitoring systems
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform the next steps in teaching and learning to accelerate the rates of progress and tackle under achievement.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.



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Liaison

- To take part in activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Learning Manager to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Support and Guidance

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To liaise with appropriate staff to ensure the implementation of the school's support and guidance system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE, citizenship and enterprise schemes according to school policy

Other Specific Duties:

- To play a full part in the life of the school community, to support its aims and objectives and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies and ensure compliance.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.



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- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
 - Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development – Personal:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.