**Job Description : Teacher of French and Spanish**

**Operational Responsibilities**

The person appointed to this post will:

1. be able to teach French to students of all ages and abilities across the key stages including A level;
2. be able to offer Spanish as a second language ideally to key stage 3;
3. have a love of languages and the desire and ability to convey this to students;
4. be an outstanding classroom teacher;
5. be enthusiastic and energetic;
6. ensure all students reach their potential;
7. participate in training and professional development of departmental colleagues;
8. be ready to work with colleagues in target setting and developing competencies;
9. possess clear and effective communication skills;
10. be able to monitor and support colleagues;
11. demonstrate continuing personal professional development;
12. be actively involved in the school’s teacher training schemes (SDS, SCITT,PGCE);
13. work with a range of people including parents, Ofsted, Aquinas Advisory Council;
14. have a commitment to equal opportunities.

**The MFL Department**

The department is a growing, successful and enthusiastic Department which currently offers two languages –French and Spanish- from KS3 to KS5.

The aim of the Modern Foreign Languages department is to promote a very positive, open-minded and confident attitude towards all languages and cultures. Students are encouraged to participate orally in the target language as much as possible, develop their knowledge of French and Spanish-speaking countries’ cultures, linguistic and social conventions and take part in the different cross-curricular or extra-curricular activities organised within the Department, e.g. the MFL Club, and trips to Paris and Madrid. We are also very fortunate to have French and Spanish Foreign Language Assistants who work with students currently at KS4 and KS5 to develop their confidence and accents when speaking in a foreign language.

Languages are taught enthusiastically thanks to a structured Scheme of Work, Long Term Plans and KS3 Framework, which follow the KS3 National Strategy and National Curriculum requirements. The MFL Department is committed to class teaching, yet recognising the needs of individual students within a group. Students are motivated to learn through the delivery of well prepared and differentiated lessons, using a wide variety of resources, activities and authentic material. The textbooks we use are Expo for French (KS3 and KS4), Edexcel French at KS5, Listos for Spanish at KS3, Mira at KS4 and Edexcel Spanish at KS5.

Moreover, our Department has a state-of-the art digital language centre, which provides excellent opportunities for students to work with ICT and develop their listening, speaking, reading and writing skills. Digital language lessons are integrated into normal classroom practice.

This is an exciting opportunity to contribute to the growth of the department, success of the Faculty and the achievement of pupils.

**The Post**

We are looking for a teacher with enthusiasm, passion and outstanding subject knowledge, with vision, presence and clarity. A teacher who can create exciting and interesting lessons that students will enjoy and learn a lot from, and who has a set of experience skills that can influence the department to enhance the active, engaging learning that allows students to achieve in a safe learning environment.

We want students not to just study languages but to become linguists in the way they think and learn.

The person joining the department will have a strong enthusiasm for the subject, enjoy teaching and be very forward thinking.  We aim to develop a Modern Languages department for the 21st century where students’ learning is appropriate to their interests and strengths.

The post requires enthusiastic, effective communication skills and excellent classroom practice. It offers an excellent opportunity to join a key department and there is scope to contribute to other subject areas, the pastoral work of the school, and a wide range of extra curricular activities.

The successful candidate will have high expectations of themselves and of all students.

**GENERIC JOB DESCRIPTION FOR CLASSROOM TEACHER**

***This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment. (DfES 2008)***

**Curriculum**

* To plan and prepare lessons and resource materials that lead to an appropriately differentiated curriculum to meet the needs of all students.
* To ensure that department POS is followed and that work is planned well in advance of delivery.
* To ensure that the progress and achievements of each student is monitored and recorded. Overseeing details of individual and group assessments with reports, references being provided as necessary to agreed deadlines.
* To set and monitor homework assignments regularly in accordance with school policy.
* To monitor and assess student achievement in accordance with school policy.
* To ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
* To prepare constructive and developmental reports for parents, attending relevant parents’ evenings and meeting parents at other times necessary for ensuring maximum student achievement.
* To maintain data files to a high standard making them available for regular review by curriculum/subject leaders.
* To differentiate work to meet individual needs and to promote equal opportunities.
* To communicate effectively with form tutors, learning directors, parents, department heads and senior staff as appropriate, in order to maximize the opportunities for effective learning to take place.

**Students**

* To ensure the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson.
* To ensure that any sanctions imposed are in accordance with school policy.
* To ensure that each lesson begins and ends punctually and that students are properly supervised at all times.
* To ensure that students' work is marked, corrected and returned promptly. Provide constructive comments and feedback as appropriate, promoting high standards of content and presentation in accordance with appropriate departmental criteria.
* To monitor any concerns with student achievement and take the appropriate action

**Staff**

* To work in line with whole staff and departmental polices.
* To support NQT work in the department or year team as appropriate.
* To welcome, support and encourage new members of the department/year team.
* To share new ideas and suggestions, reflect on good practice and be involved in lesson/task observation to improve professional practice.
* To produce evaluation reports of all inset attended.
* To participate in departmental reviews, work with external consultants to develop departmental practice.

**Resources**

* To create and maintain a classroom that is a pleasant, tidy and well organized working environment.
* To promote the use of display of students work and use display as a means of encouraging students, celebrating success and raising levels of achievement.
* To ensure that books, equipment and other resources are properly cared for and that there use is effectively controlled and efficiently organised.
* To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Site Manager or Curriculum/Subject Leader as appropriate.

**Other Duties**

* To attend staff meetings, scheduled inset activities and workshops as published.
* To work in support of whole school, departmental and year group development plans.
* To support whole school activities that benefits the whole community (e.g. concerts, open evenings, sports events etc)
* To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

**Role of the Tutor**

* To monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
* To monitor student planners on a regular basis.
* To ensure that tutorial and worship programmes are planned, recorded and are in accordance with the programme of study provided by the learning director/school chaplain.
* To complete individual reports for parents and maintain regular contact.
* To promote students' achievements using praise and rewards effectively in line with school policy.
* To maintain effective communication with students and their parents, and with subject teachers, learning directors, assistant heads, and senior staff as necessary.
* To assist learning directors and assistant Heads in the organization of year activities and events.
* To ensure that students new to the school are properly inducted.

**Appraisal and Professional Development**

The teacher will be part of the school’s appraisal scheme. S/he will have an Appraiser who will set agreed targets for the year. The Appraiser will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

***At Bishop Justus School staff are expected to work in line with the school’s Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

**Ethos**

Bishop Justus Church of England School seeks to serve its community in the name of the Church by ensuring excellent education in a Christian setting.

This 21st century school is a stimulating learning environment that prepares students for living and working in a rapidly changing world and encourages them to value the rich diversity of cultures they will encounter. Students and staff are empowered to achieve their highest possible in academic, creative and sporting achievement both as members of a community and as individuals. The school provides students and staff with many opportunities to explore the significance of Christian faith and values to their own lives and the issues facing people locally, nationally and globally. The school is committed to ensuring that the learning, vocational, and personal needs of all its students are met by its curriculum and extra-curricular activities.

The spiritual, moral, social and cultural development of the students is set in the context of Christian faith as taught and lived in the Church of England.

The school’s distinctive ethos and approach are offered to all members of the school community. Christian students find their faith affirmed and valued, and they meet and work with people who hold to other faiths and philosophies. All students encounter, in the lives of Christians in the school and in the school’s ethos, a living Christian witness which is neither coercive nor assertive but which welcomes and affirms. All members of the school’s community are equally valued and are encouraged to contribute their understandings and abilities to the school’s work and ethos. The beliefs of those from other religious traditions are treated with respect and openness.

We recognise that God is at the heart of the school, and so collective worship has a high priority in the school’s daily life. Collective worship is of high quality and planned to engage all members of the school’s community. The school is a place in which students and staff are cared for and where they learn to care for one other.

Bishop Justus Church of England School seeks to achieve its aims and develop its life and ethos….

**“Through Faith and Learning”**

**General Information**

* Church of England Sponsored Academy
* Co-educational
* Comprehensive
* Age Range : 11-19
* 6 forms of entry
* Diocese : Rochester
* Headteacher : Mr. Simon Murphy
* Chair of AAC: Mrs. Liz Carter