



## **JOB DESCRIPTION**

<b>Title of Post:</b>	Teacher of Modern Languages – Full time - Part Time also considered
<b>Salary:</b>	Teachers' Pay Range according to qualifications and experience
<b>Effective from:</b>	To commence September 2019

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## **MODERN LANGUAGES DEPARTMENT**

### **Introduction to the Post**

Thank you for your interest in this post. Let us tell you a little more about it.

This is a permanent, full-time or part-time post to teach French and / or Spanish. It is payable on the Teachers' Pay Range according to qualifications and experience. Applications are welcome from NQTs and experienced staff. Successful applicants will have an excellent level of French and the ability to teach Spanish up to GCSE.

### **Bienvenue! BIENVENIDOS! WELCOME!**

Our Modern Foreign Languages department at Plantsbrook School is a vibrant, conscientious and exciting place to be! We are key to the school's success, with 75% of our pupils taking languages through to GCSE, and up to 10 pupils taking a language at A Level. We run a successful annual trip to France with an emphasis on developing cultural knowledge.

We are an enthusiastic team comprising seven specialist staff, including our Headteacher. The department is led by the Subject Leader and supported by two Assistant Subject Leaders. We also have a French Foreign Language Assistant.

Together we aim to:

- Create an atmosphere of learning and encouragement where French or Spanish is the main language spoken by teacher and pupil.
- Help pupils learn language through speaking, listening, reading and writing, concentrating on specific linguistic, communicative and grammatical techniques which will allow skills to be transferred to other languages and subjects.
- Communicate and learn through exam practice, games and communicative language activities specifically tailored to pupils' needs and ability, including songs, drama, role-plays and display work.
- Introduce pupils to French or Spanish culture and habits.
- Enjoy ourselves and help build pupils' confidence.

We follow the AQA French and Spanish GCSE and AS/A2 examinations. Our teaching resources are varied, including the use of on-line learning facilities provided by Oxford, Kerboodle, and AQA resources.

At KS3, year 7 groups are currently taught French for 5 hours a week. In year 8, this increases to 3 hours a week to incorporate French and/or Spanish. Pupils choose their GCSE options at the end of year 8, selecting either French and/or Spanish. Our KS4 pupils receive 5 hours teaching over a fortnight in preparation for the GCSE, and A Level pupils receive 5 hours a week, as well as an hour's speaking practice with the FLA.

Teaching languages at Plantsbrook School is enjoyable, demanding and rewarding. We believe that our pupils deserve the best education and that teachers are the most valuable resource in its delivery.

**PLANTSBROOK SCHOOL**  
**GENERIC TEACHER JOB DESCRIPTION**

**1.0 JOB TITLE**        Subject Teacher/Form Tutor

**2.0 JOB PURPOSE** To promote the general progress and well being of individual pupils and of any class or group of pupils assigned to you principally but not exclusively by teaching and as a Form Tutor if required.

**3.0 DUTIES AND RESPONSIBILITIES**

**3.1** Those duties and responsibilities undertaken by a teacher in relation to the teaching of children and the organisation of the Multi-Academy Trust:

- a) Planning and preparing work for pupils assigned to you.
- b) Teaching according to their educational needs, the pupils assigned to you, including the setting and marking of class work and homework carried out by those pupils, the number of lessons should not normally exceed that limit which has been agreed in the school.
- c) Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.
- d) Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- e) Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- f) Regularly reviewing your methods of teaching and programme of work.
- g) Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- h) Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- i) Participate, as appropriate, in meetings at the school which relate to the curriculum, administration or organisation of the school.
- j) Participate in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments and participating in arrangements for pupils' presentation for and supervision during such examinations.
- k) Participate in an equitable system of cover in accordance with policies agreed between the School and the recognised Teacher Associations.
- l) Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions in accordance with school policy.

**3.2 SPECIFIC**

- a) To ensure that the register is marked punctually and kept up-to-date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Achievement Co-ordinator for the appropriate Year Group in the first instance.
- b) To deal with other returns and requests for information about pupils in the Tutor Group as required.
- c) To contribute to and assist as required in keeping up-to-date the pupil records for each pupil in the Tutor Group.

- d) To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- e) To implement the School Policy on personal appearance, uniform and behaviour of the pupils.
- f) To help pupils with individual guidance as necessary.
- g) To attend assembly with the form unless a dispensation has been granted.

#### **4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR**

1. Responsible to the Headteacher (through Subject Leader and Departmental Supporter).
2. To an Achievement Co-ordinator for any tutorial activity.
3. Responsible for the supervision of persons providing support in the classroom.

#### **5.0 PERFORMANCE MANAGEMENT**

Teachers on the Main, Upper and Unqualified Teachers' pay ranges will have their salary reviewed annually in accordance with the Academy Trust Pay Policy. To move up the Main pay range or the Unqualified teachers' pay range one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers' Standards and teaching should be at least good as defined by OFSTED.

**If appropriate, for the postholder:**

##### **UPR:**

- Any qualified teacher who is highly competent in all elements of the relevant standards and his/her achievements and contributions to the school are substantial and sustained, may apply to the Headteacher to be paid on the Upper Pay Range.
- *Highly competent in all elements of the relevant standards* means teaching performance which consistently meets all elements of the Teachers' Standards.
- *Substantial* means a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities. The purpose of the contribution is to help those teachers improve the outcome for pupils. However, the teacher providing the support should not routinely be held accountable for the learning of pupils in the classes taught by other teachers.
- *Sustained* means maintaining these contributions over at least two years.

#### **6.0 REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job description issued, after consultation, by Ms T Campbell, Headteacher.

## **PERSON SPECIFICATION**

### **Professional Qualities**

You will:

1. Be an excellent teacher.
2. Have an excellent level of Spanish and the ability to teach French up to GCSE.
3. Have good classroom management skills and be able to help other departmental colleagues if needed.
4. Be committed to teamwork as a style of management, both within the department and within the school.
5. See your subject as being part of a wider picture which includes the whole curriculum.
6. Be committed to improving student achievement, including monitoring attainment, target setting and mentoring underachievers.
7. Be an efficient administrator.
8. Be committed to staff development and training, including performance management.
9. Be committed to equal opportunities and success for everyone in a comprehensive school.
10. Be committed to safeguarding and promoting the welfare of children and young people.
11. Be committed to the concept of the school at the heart of the community.

### **Personal Qualities**

You will:

1. Enjoy working with young people and treat them with respect.
2. Be able to motivate and inspire students.
3. Be optimistic, enthusiastic and 'generous of spirit'.
4. Have a sense of proportion and humour.
5. Be equally literate and numerate, including using ICT.
6. Have the personality to deal with student discipline problems firmly and fairly.

### **TO APPLY:**

If you would like to apply for the post, please complete the application form, together with other relevant information in support of your application.

The application form and details are also available on our website:

<http://www.plantsbrooklearningtrust.org.uk/landing-Vacancies>

**Closing Date: Friday 28 June 2019**

I look forward to reading your application. If you are shortlisted for this post you will be contacted by telephone. It is our practice, as part of the interview process, for interviewees to teach a 30 minute session, observed by a senior member of staff.

Ms T Campbell  
Headteacher

*Plantsbrook Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***Please note successful candidates for all Plantsbrook Learning Trust vacancies will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.***