



Post: Teacher of MFL (maternity cover for up to a year)

Responsible to: Head and Deputy Head(Academic)

Role: To teach, support and provide leadership in the development and management of MFL within the school and to ensure continuity throughout the school by liaising regularly with the Deputy Head (Academic). To undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine.

Responsibilities and Key Tasks

- Promote MFL teaching and learning within the School.
- Work with the Deputy Head (Academic) and colleagues on the implementation of Curriculum MFL requirements.
- Ensure the effective use of resources, proper maintenance of materials and be responsible for maintaining the budget.
- To be responsible for the MFL policies, curriculum maps, schemes of work and produce careful planning to facilitate the teaching of each class.
- Produce any other documentation relating to MFL, requested by the Head or Deputy Head (Academic), in order to promote and clarify MFL teaching and learning within the School.
- Promote MFL within the School through the organisation of a stimulating programme of events.
- To organise and attend regular INSET and training courses recommended by the School as necessary for professional development.
- Ensure examples of MFL are represented in imaginative displays in classrooms and throughout the School.
- To produce careful records of achievement for each child and to administer regular assessments to gain insight into children's progress using the results of these to inform, plan and set the targets for individual pupils.
- Ensure that the marking, recording and reporting of children's work is in line with guidance set out in the policy of the MFL department and the School.
- To communicate fully with parents both informally and formally through Parents' Evenings and written reports.
- To participate in school lunches and willingly undertake any school duties such as lunch and break supervision and cover periods for absent staff.
- To attend staff meetings and to take part in any after school activities such as clubs and homework as required.
- To prepare the classroom fully prior to the beginning of term and clear it appropriately at the end of term.
- To uphold the aims of the school and to ensure you act as an appropriate role model, representing the values of the school.
- To be flexible and responsive to changes and development and to work positively with the Head and Senior Leadership Team in their implementation.
- Carry out duties and responsibilities in line with the current practice at Chandlings as laid out in the Staff Handbook.
- To undertake such other duties consistent with the nature and responsibility of the post as may reasonably be assigned by the Head.

- This job description may be altered, amended or added to any time in accordance with the needs of the school and the reasonable request of the Head.

Person Specification

The successful candidate will fit the following profile:

- Flexible and open to change.
- Commitment to the personal and educational development of pupils
- High levels of communication skills in English, both written and spoken, to enable effective communication with children, colleagues and parents.
- Professional experience of working with children in Early Years and at KS1 and KS2.
- Self-motivation and high levels of organisational and self-management skills.
- Commitment to personal professional development, and therefore a willingness to develop own skills.
- Proven ability to develop effective professional relationships with children, colleagues and parents.
- Smart and professional in presentation.
- A hard working, fun disposition.

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings is an independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, food technology, music and science facilities as well as two school halls. We have a new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children here are nurtured and cherished as part of the Chandlings family.

To apply: Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to sbrennan@chandlings.org.uk before the closing date **18 April 2021 (midday)**

- A covering letter addressed to Ms C Cook, Head
- A completed Chandlings application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.

A CV can be submitted as additional information but it must not be instead of the application form.

Interviews will be held during the week commencing 26 April 2021

This is a maternity cover, working full time hours from September 2021.

Shortlisted applicants are advised that references will be taken up prior to interview.

Interview Process: At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

Appointment date: September 2021

Salary and Benefits: The salary will be on the Chandlings scale and related to experience and qualifications. You will automatically be enrolled in the Trust Pension scheme unless you exercise your right to opt out of the scheme.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Recruitment Checks: Chandlings requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Safeguarding: All adults working at Chandlings should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www/oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website.