



FUTURE ACADEMIES WATFORD

LIBERTAS PER CULTUM

LATIN AND SPANISH TEACHER
APPLICATION PACK

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Job Description

Job Title: Latin and Spanish Teacher

Responsible to: Head of Department

Hours: Full time

Contract: Term time only

Salary: MPS/UPS

Start date: September 2021

OVERVIEW

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

The Latin and Spanish Teacher will ensure that high-quality learning takes place and that outstanding attainment and progress are secured at all key stages.

KEY RESPONSIBILITIES

PLANNING

- Plan teaching to achieve progression in students' learning through:
 - Identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
 - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates
 - Setting appropriate and demanding expectations for students' learning, motivation and presentation of work
 - Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge students.
- Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
- Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study.

TEACHING AND CLASS MANAGEMENT

- Ensure the effective teaching of classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
- Establish a safe environment, which supports learning and in which students feel secure and confident.
- Use teaching methods which sustain the momentum of students' work and keep all students engaged through:

- Matching the approaches used to the subject matter and students
 - Clear structure and presentation of content
 - Effective use of resources and time
 - Providing opportunities for students to consolidate their knowledge and skills, both in the classroom and the setting of well-focused homework
- Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs) and report progress and concerns as required.
- Evaluate own teaching critically, including taking responsibility for professional improvements targets and monitoring progress.

ASSESSMENT, RECORDING AND REPORTING

- Mark and monitor students' class work and homework as required by subject and school policies.
- Assess and record student progress as required by subject and Future Academies' policies, including National Curriculum and other standardised tests, and baseline assessment where relevant.
- Write reports and profiles as required, including the National Record of Achievement.
- Participate in appropriate meetings with colleagues and parents/guardians.

OTHER

- Participate in curriculum, pastoral, administration and organisation meetings.
- Contribute to the work of curriculum and pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Cover for absent colleagues in accordance with school policy.
- Contribute to examination arrangements.
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

Person Specification

| No | Key Requirements | Essential | Desirable |
|---|---|-----------|-----------|
| QUALIFICATIONS | Right to work in the UK | ✓ | |
| | Qualified Teacher Status | ✓ | |
| | Courses of further study relevant to the post | | ✓ |
| | Academic qualification in the relevant subject | ✓ | |
| | Evidence of active involvement in professional development | | ✓ |
| KNOWLEDGE, SKILLS AND EXPERIENCE | Excellent communication and presentation skills | ✓ | |
| | Excellent use of IT systems such as excel, word, outlook | ✓ | |
| | Excellent subject Knowledge | ✓ | |
| | Experience using school based HR systems such as SIMS | | ✓ |
| | Strong knowledge and recent relevant experience using excel | ✓ | |
| | An understanding of and commitment to the ethos of the Academy and the wider trust | ✓ | |
| | Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust | ✓ | |
| | Tact, diplomacy, discretion and confidentiality at all times | ✓ | |
| | Ability to work to and achieve tight and /or changing deadlines | ✓ | |
| | Excellent organisational skills, ability to prioritise work for self and others | ✓ | |
| | Excellent team skills and the ability to network effectively | ✓ | |

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| OTHER REQUIREMENTS | The ability to remain discrete when privy to confidential information | ✓ | |
| | Commitment to safeguarding and promoting the welfare of children and young people | ✓ | |
| | Willingness to undergo appropriate checks, including enhanced DBS checks | ✓ | |
| | Willingness to undertake further training | ✓ | |
| | Have a willingness to demonstrate commitment to the Future Academies values and behaviours | ✓ | |
| | Committed to Equality, Diversity & Inclusion | ✓ | |

Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, September 2019.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

INVITATION TO INTERVIEW – PLEASE BRING WITH YOU:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate.
- Documentary proof of address (i.e. utility bill, financial statement etc.).
- Where appropriate any documentation evidencing a change of name.
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post.
- Evidence that you have the right to work in the UK.

Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

HOW TO APPLY

If you are interested in applying for the Latin and Spanish Teacher position at Future Academies Watford please complete an application form. Email your completed form to recruitment@futureacademies.org for the attention of Hannah Walker, Recruitment Advisor, by Friday 12th March 2021 at 9am.

Further information on working at Future Academies can be found on our website, www.futureacademies.org.

If you have any questions or would like further information please feel free to contact Hannah.walker@futureacademies.org.

We look forward to receiving your application.