



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

17th January 2022

Dear Applicant,

Re: Teacher of German and French

Thank you for your interest in the above post. The Governors are seeking to appoint a Teacher of German and French for September 2022.

Enclosed with this letter are the following:

Copy of the Advertisement
Department Information
Job Description

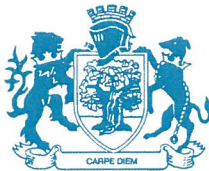
Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Monday 31st January 2022.

Yours sincerely,

Joann Blackamore
Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488 Fax: 0115 9744489

Email: recruitment@emet.uk.com

Secondary roll: 1750 including 419 in the sixth form

Part of the East Midlands Education Trust



FULL TIME TEACHER OF GERMAN & FRENCH

Permanent for September 2022

Salary dependent on experience: £25,714 to £41,604

The West Bridgford School has an opportunity for an enthusiastic, creative and well qualified teacher of German and French to start in September 2022. Applicants should be able to teach German up to A level and French to GCSE.

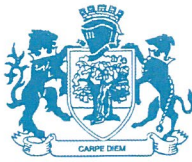
The person we are seeking will be an excellent linguist; able to teach languages in a challenging and inspiring way; skilled in the use of technology to enhance their teaching; fully committed to helping students achieve high standards of academic success.

We are offering excellent professional development opportunities; the chance to work as part of a team committed to continuous improvement; a positive learning ethos with all abilities of students; the potential to teach A Level to the most able Key Stage 5 students.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.uk.com/vacancies or email recruitment@emet.uk.com Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Monday 31st January 2022



The West Bridgford School
THE MODERN
FOREIGN LANGUAGES DEPARMENT



In the academic year 2021-2022 the Modern Languages Department at The West Bridgford School consists of 9 full time teachers and a SCITT trainee. French, German and Spanish are taught at all levels from Key Stage 3 to Key Stage 5.

All our Year 7, students study French for the first term in all ability groups. After Christmas, all students are offered a second language (German or Spanish) in addition to French. This format remains the same to the end of Year 9.

At the end of Year 9, all our students decide to study one or two languages for GCSE as a compulsory EBacc subject.

All three languages follow the AQA syllabus for GCSE and A Level. The courses used in KS3 and KS4 are Dynamo, Viva and Stimmt.

We use the full Pearson ALS package with ActiveLearn classroom, assessment and homework materials.

At A level, we base our schemes of work on the Oxford courses and Kerboodle packages are integrated into our teaching and schemes of assessment.

The Modern Languages Department is extremely well resourced and equipped. We are housed in a block which was built in 2017. There are 7 dedicated MFL classrooms and 4 smaller meeting rooms which are ideal for one to one tutoring and oral exams. We have our own Sanako Digital Languages Laboratory where students have access to interactive websites as well as other relevant software for languages. All Modern Languages classrooms have an interactive ClevertouchPlus screen.

We have 15 MFL ipads in the Sixth Form block and 30 ipads in the main MFL block which can be booked by MFL staff. Teaching is also facilitated by the use of online ActiveLearn interactive packages.

We also subscribe to *zut, gut* and *oye* and *Linguascope*.

We use OneNote to store important documentation, schemes of work and lesson materials – all members of the team contribute.

The Department encourages the use of languages outside the classroom. The German exchange is a well-established programme and is aimed primarily at Y9 and Y10. In 2019 the department ran a KS4 trip to Barcelona, a German exchange with our partner school in Kerpen for Y9 and Y10, a KS3 trip to Paris, a KS3 trip to Valencia and a KS5 exchange trip to Madrid. A successful candidate would be expected to contribute to trips. Work experience placements in Y12 and Y13 are offered, as well as study and revision days at Nottingham University. Links with Nottingham University and Nottingham Trent University give our students the opportunity to visit the university for various taster days.

Final year MFL university students also visit the school in the Spring term as part of their language ambassadors programme.

After school activities have included a Mandarin Club and a film club as well as intervention sessions for exam classes. We also enter national spelling and translation bee competitions.

Generic Job Description

Post Title:	TEACHER
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/ Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head/Deputies, teaching/support staff LEA representatives, external agencies and parents.
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. To contribute to the Curriculum Area and department's development plan and its implementation. To plan and prepare courses and lessons. To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Head of Department, the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum Development:	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 Mission and Strategic Objectives.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> 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/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:	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/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 pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • 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.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison 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.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department 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.
Pastoral System:	<ul style="list-style-type: none"> • 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 Form Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • 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 PSHCE and citizenship and enterprise according to school policy • To apply the Behaviour management systems so that effective learning can take place. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
Teaching:	<ul style="list-style-type: none"> • 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 school subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • 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 needs and demands of the syllabus. • 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.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos 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. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: March 2012