



Brighton Aldridge Community Academy



## **Teacher of Modern Foreign Languages with Cover Supervisor Responsibilities Job Description**

**Grade:** MPS/UPS

**Accountable to:** Head of Department

**Accountable for:** Students' progress

**Vision:** To support the Academy Principal in raising standards and promoting the vision, ethos, culture and policies of the Academy

### **Our ideal candidate will:**

- To perform functions of a school teacher as set out in the current School Teachers Pay and Conditions Document.
- To lead, develop and manage a high quality Spanish curriculum at KS3 and KS4, it's teaching in the school and be accountable for standards within it.
- To be accountable for teaching and learning within the subject
- To promote the subject to students, parents and wider audience
- To complete all academy documentation as required by SLT / HoD
- To fulfil the functions outlined below (and those delegated from time to time) in order that school provides efficient and effective education for its students.

### **Cover Supervision**

- The post holder will carry out cover supervision of classes for absent teachers.
- The post holder will carry out cover supervision for up to 15 teaching periods per week
- Collect any completed work after the lesson and return it to the appropriate teacher.
- The post holder will assure acceptable levels of conduct on the part of the student being supervised and will refer students failing to behave acceptably.
- Ensure that a seating plan and IEP are made available in advance for known absences.

### **Teaching, monitoring, assessment and reporting**

- To meet the Teachers' Standards
- To be willing to work towards being an outstanding teacher
- To engage with the school coaching programme
- To uphold the school culture
- To implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times and to



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promote a strong academy community characterised by consistent, orderly behaviour and caring, respectful relationships.

- To identify and support (both directly and through working with learning support assistants) students with additional needs, including students experiencing behavioural, emotional and social difficulties and those learning English as an additional language
- To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with Academy policy and procedures
- Delivery of courses to assigned classes via suitable classroom practice.
- Monitoring an appropriate level of marking and preparation to support class work.
- To take responsibility for creating a pleasurable and stimulating learning environment for students to work in with thoughtful display and management of resources in the classroom  
To plan work in accordance with departments schemes of work and National Curriculum programmes of study.
- To maintain good discipline by adherence to the advice given to staff in the School Handbook and elsewhere.
- To maintain notes and plans of lessons undertaken and records of student's work.
- To mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- To carry out assessment programmes as agreed by the school or department.
- Attend the appropriate parent's evenings to keep parents informed as to the progress of their child.
- To be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep records on Individual Education Plans.

### **Working to support the department and academy**

- Work with line managers and colleagues to develop departmental expertise and to enrich students' learning including through trips and visits.
- To implement and review the subject development plan in conjunction with the Leadership Team and/or line manager
- Work with colleagues, support staff, students and families to develop a strong school community and highly effective lessons and to develop and audit schemes of work/programmes of study and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
- To be a form tutor and to support and to deliver the tutor time programme involving careers development, PSHE, literacy and enterprise and entrepreneurship development.



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- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development (including through the network of other Aldridge Education academies).
- Implement the policies of the academy and carry out other reasonable tasks as directed by the Head of Department or Principal including covering lessons and providing other support as required.
- To work collaboratively with other schools in our multi-academy trust.
- To undertake responsibility for a tutor group as required including tutor /student /parent interviews
- To promote good attendance and punctuality in accordance with the school's attendance policy.
- To support the aims of the school to promote a "learning community".
- To treat all members of the community, colleagues and students, with respect and consideration.
- To treat all students fairly, consistently and without prejudice.
- To set a good example to students in terms of dress code, standards of punctuality and attendance.
- To promote the aims of the school by attendance at and participation in events such as open evenings and option evenings.  
To support the ethos of the school by upholding the Behaviour code, uniform regulations etc.
- To access ICT effectively.
- To take responsibility for personal professional development and participate in staff training when provided.
- To read, be aware of and adhere to the various policies of the school as expressed in the School Development Plan, staff handbook and subject team /year team documentation.
- To attend all team and staff meetings.
- To undertake duties as prescribed within the school policies.
- To ensure that all deadlines are met as published in the school calendar.
- To undertake professional duties that may be reasonably assigned to them by the Principal – e.g. Cover.
- To actively promote the school's ethos as a community school.

#### **OTHER DUTIES**

- To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.
- To undertake a duty as appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school.

#### **General Responsibilities Common to All Staff**

- To be part of the school's duty rota as required, including supervision during the lunch period, but such that the post holder has a lunch break of at least 30 minutes



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- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To comply with the school's Health and Safety Policy and to ensure that working environments and working practices employed by the post holder
- To promote the school's equal opportunities policy and to work in accordance with it.
- To carry out duties as may reasonably be required from time to time.

**Operating at all times within the stated policies and practices of Brighton Aldridge Community Academy and the wider Trust.**

- Abiding by and practising the Aldridge Education Operating norms:
- We are Aldridge Education
- The standard is excellence
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well

**Equal Opportunities**

- To know and adhere to the Brighton Aldridge Community equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.
- Health and Safety
- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To cooperate with the Brighton Aldridge Community insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

**Safeguarding of Children Young people and Vulnerable Adults**

- To be aware of and work in accordance with the Brighton Aldridge Community safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.
- The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per Brighton Aldridge Community procedures.

**Safeguarding Statement**

*Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.*



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*Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.*

*A copy of Aldridge Education's Child Protection policy is available on our website at [www.aldridgeeducation.org](http://www.aldridgeeducation.org)*

*Following successful application, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates undertaking regulated activity.*

*If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question). If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2022. This post is exempt from the Rehabilitation of Offenders Act 1974.*

Knowledge	Job Requirements
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to degree level and/or above</li> <li>• Post-graduate teaching qualification</li> <li>• Qualified to teach and work in the UK</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of raising attainment in a challenging classroom environment</li> <li>• Experience of reflecting on and improving teaching practice to increase student achievement</li> <li>• Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge in the curriculum area and relevant cross curricular themes</li> <li>• Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• Vision aligned with Aldridge Education's high aspirations, high expectations of self and others</li> <li>• Genuine passion and a belief in the potential of every student</li> <li>• Motivation to continually improve standards and achieve excellence / willingness to undertake training</li> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all pupils.</li> </ul>



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<b>Skills</b>	<ul style="list-style-type: none"><li>• Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards</li><li>• Thinks strategically about classroom practice and tailoring lessons to students' needs</li><li>• Understanding and interpretation of complex student data to drive lesson planning and student attainment</li><li>• Good communication, planning and organisational skills</li><li>• Demonstrates resilience, motivation and commitment to driving up standards of achievement</li><li>• Acts as a role model to staff and students</li><li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Have high expectations of attendance over the last 2 years</li><li>• An Enhanced DBS check (Disclosure Barring Service) will be requested in the event of a successful applicant</li></ul>

#### Teaching Staff Person Specification



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