

**SAPIENTIA EDUCATION TRUST**

**CITY ACADEMY NORWICH JOB DESCRIPTION**

**TEACHER OF MFL (SPANISH)**

**To Start September 2025**

<b>Line Managers job title:</b>	Leader of Department
<b>Salary:</b>	MPS/UPS
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	52 weeks
<b>% of FTE</b>	Full-time

**THE POST**

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teacher of MFL. This role is suitable for ECTs.

The Teacher of MFL will:

- be responsible for teaching classes in the Academy using their skill, experience and best endeavors and in accordance with Teachers' Standards.
- have the ability to inspire and enthuse staff and students about their subject;
- undertake before / after school and break / lunch duties as part of the teacher duty team
- contribute to the wider life of the Academy, for example by supporting the extra-curricular activities within the Department.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

**Personal Qualities.** City Academy Norwich expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school ;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

**Professional Competence.** City Academy Norwich expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Academy would expect them to develop the following competences:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools , Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the Academy at Open Evenings and all other events;
- Have very high expectations of the learning of all students at all times;

## **JOB SPECIFICATION**

### **General Responsibilities**

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at City Academy Norwich.

The teacher will be responsible for teaching classes in the Academy using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers at City Academy Norwich. A contribution to the wider life of the Academy is an expectation of all staff, for example by supporting the extra-curricular activities within the Department.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Be willing and able to teach MFL at all ages and ability levels within the Academy
- The post holder shall participate in the Academy programme of Performance Management and Continuing Professional Development;
- The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.
- Plan and deliver good/outstanding lessons for all abilities;
- Monitor progress of the students in your classes and be prepared to provide evidence of both impact and progress;
- Liaise with the SEN department to ensure appropriate support is given to all students;
- Be willing to share teaching strategies and resources

### **REMUNERATION**

#### Salary Details:

- MPS minimum – UPS maximum

All payments are pensionable under the Teachers' Pension Scheme.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify City Academy Norwich employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## CITY ACADEMY NORWICH PERSON SPECIFICATION: TEACHER OF MFL

Qualifications and Training	Essential	Desirable	How Assessed? Application (A) Interview (I) Task (T)
Qualified Teacher Status GSCE in English & Maths grade C or above Graduate, educated to degree level 2.2 or above Valid UK driving licence	✓ ✓ ✓	✓	A A A A
Knowledge	Essential	Desirable	A, I, T
Able to evidence and apply secure knowledge and good understanding of:			
Current educational issues, national and local policies, legislation and developments	✓		A/ I
Issues relating to teaching and learning and progress	✓		A/ I
Knowledge and understanding of strategies to improve teaching and learning	✓		A/ I
Innovation in developing and implementing work with students	✓		A/ I
Good working knowledge of statistical data and ability to transfer data into quantifiable learning outcomes	✓		T
In accordance with academy policy deploy effective strategies for gaining and maintaining high standards of discipline at whole academy level to secure student attainment.	✓		T
A good up-to-date understanding of child protection and safeguarding issues and procedures.	✓		A/ I
The role of parents and the community in academy improvement and how this can be promoted and developed.	✓		A
Experience required	Essential	Desirable	A, I, T
Demonstrable success in preparing students for public exams	✓		A/ I
Effective promotion of community links and cohesion to ensure pathways for success for all learners	✓		A/ T
A proven track record of implementing effective strategies to include and meet the needs of all students to raise achievement	✓		A
Experience of implementing strategies to improve parental involvement in children's learning.	✓		A/ I
Aptitude and Skills - Communication	Essential	Desirable	A, I, T
Able to demonstrate evidence of:			
Ability to demonstrate highly effective oral and written communication skills within a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.	✓		A
Ability to make objective depersonalised decisions whilst being able to convey the decision sensitively	✓		A
Good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.	✓		A/ T

<b>Aptitude and Skills - Classroom Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A, I, T</b>
An effective and inspirational classroom teacher with a proven record of student success irrespective of the students' needs or backgrounds	✓		A
Ability to empower student who have been disengaged from learning to achieve success	✓		A
Effective behaviour management skills which empowers young people to manage their behaviour more appropriately	✓		A/ I
Good communication and time management skills	✓		A/ I
<b>Aptitude and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A, I, T</b>
<b>Able to demonstrate evidence of:</b>			
Excellent interpersonal and people skills to lead, inspire, motivate and support students and colleagues successfully	✓		I
Exceptional organisational and administrative skills	✓		A
Able to use ICT effectively to prepare, plan, document and present information	✓		A/ T
Good time management skills	✓		A
Commitment to providing high quality education	✓		A
Ability to reflect on professional practice personally and with colleagues	✓		A
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A, I, T</b>
Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust	✓		A
Committed to undertaking professional training and assist with the professional development of others	✓		A
Demonstrate reliability and integrity	✓		A
Committed to maintaining a healthy work life balance for oneself and that of others	✓		A
Be tolerant and possesses calmness when working with others	✓		A
A genuine concern to secure the educational progress of students irrespective of their background or ethnicity	✓		A