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**JOB DESCRIPTION**

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| **School:** | Smithdon High School part of West Norfolk Academies Trust |
| **Job Title:** | Teacher of Modern Foreign Languages |
| **Grade:** | MPS/UPS as appropriate  |
| **Responsible to:** | SLTHead of Department |
| **Working With:** | StaffStudentsParents |

**Smithdon High School is an 11 – 16 school located in the town of Hunstanton on the North Norfolk coast, famed for its sunshine and colourful striped cliffs.**

The school, which is part of the West Norfolk Academies Trust, has just over 600 students and is oversubscribed in Year 7 and for next the academic year. All students enjoy a full knowledge rich curriculum which is taught by a team of specialist teachers ably supported by our Senior Leadership and Cross-Trust Leaders.

Our new colleague will also benefit from being part of the **West Norfolk Academies Trust - a small, locally based charity working with primary and secondary schools** to challenge and support our family of schools to provide an excellent education for young people.

**Purpose of the Job**

We are seeking an ambitious, passionate and imaginative languages teacher to join and complement the friendly, supportive and dedicated professionals within our MFL department.

**Responsibilities**

* Monitor the quality of learning experienced by students in all year groups, liaising with teachers and offering support and guidance where necessary.
* Monitor the academic progress of all students studying MFL in order to secure and sustain student progress.
* Use assessment data to provide effective support to individual students, classes and subjects as necessary.
* Maintain an overview of the range of barriers to learning that are impacting on student progress, particularly attendance and behaviour.
* Where underachievement has been identified, help to coordinate improvement strategies with teachers and Heads of Year.
* Monitor the effectiveness of any and all interventions and prepare reports, as required by the Head Teacher and Governing body, on the progress being made by students studying MFL.
* Liaise with key staff, regarding the achievement of all groups of students in the year group.
* Establish clear and positive links with parents.
* Play an active role in the cross-trust development of the curriculum.
* To meet all requirements of the Teachers’ Standards.
* Within the designated curriculum area, to implement, deliver and contribute to the published scheme of work.
* To shape the learning experience to motivate and encourage students to achieve their full potential.
* To monitor the progress of students and provide support to ensure personal and academic growth.

**Teaching and Learning Responsibilities**

* To deliver a programme of teaching leading towards assessment of designated skills that is personalised to meet the needs of the class.
* To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
* To prepare and share high quality and appropriate teaching resources.
* To ensure a high quality learning experience for students that meets internal and external quality standards.
* To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
* Within the guidance presented in the school and Faculty Assessment Policies, and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.

**Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How assessed** |
| **Qualifications** |
| Qualified Teacher Status | ✓ |  | Application |
| Educated to Degree Level | ✓ |  |
| Evidence of CPD linked to curriculum development |  | ✓ |
| **Experience** |
| A record of successful teaching at KS3 and KS4 | ✓ |  | Application,Interview, Reference |
| Significant teaching experience | ✓ |  |
| Experience of developing the curriculum |  | ✓ |
| Experience of effective management of student behaviour | ✓ |  |
| Experience of working in a team | ✓ |  |
| Contribution to school beyond the classroom |  | ✓ |
| **Skills, Attributes and Knowledge** |
| Ability to form strong working relationships with children | ✓ |  | Application,Interview, Reference |
| An understanding of the use of data in promoting pupil achievement and attainment | ✓ |  |
| Skills and knowledge to deal with student safety and behaviour | ✓ |  |
| Setting high standards to staff and students by personal example | ✓ |  |
| Ability to gain parental support and co-operation | ✓ |  |
| An understanding of the ECM agenda | ✓ |  |
| Ability to work effectively under pressure | ✓ |  |
| Ability to prioritise and meet deadlines | ✓ |  |
| Commitment to continued personal development | ✓ |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | ✓ |  |
| Demonstrate a commitment to equal opportunities | ✓ |  |
| Ability to achieve value for money within the designated budget | ✓ |  |
| IT literate. | ✓ |  |
| **Personal qualities** |
| Ambition for self and others | ✓ |  | Application,Interview, Reference |
| Positive attitude to work | ✓ |  |
| Genuine concern for others  | ✓ |  |
| Decisive, determined and self-confident | ✓ |  |
| Integrity, trustworthy, honest and open | ✓ |  |
| Accessible and approachable | ✓ |  |
| Excellent attendance and punctuality | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| Supporting positive mental health within the school | ✓ |  |