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**JOB DESCRIPTION**

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| **School:** | Springwood High School part of West Norfolk Academies Trust |
| **Job Title:** | Teacher of Modern Foreign Languages (German essential & 1 other either French, Spanish) |
| **Grade:** | MPS/UPS, TLR available for suitable candidate |
| **Responsible to:** | Assistant Headteacher with responsibility for MFL |
| **Working With:** | Language FacultyYear teamMentor (if ECT) |

**Departmental Introduction**

We are looking for a dynamic and enthusiastic teacher to join our highly successful MFL faculty. You will share your passion for language learning with the students and make an important contribution to our department.

Timetabled languages offered at KS3-5 are French, German and Spanish. We would welcome applications from well-qualified candidates offering at least two subjects, essential would be German & 1 other, either French or Spanish. The suitable candidate should be able to teach German to A level, and the second subject to at least year 9.

**Curriculum**

KS3 - In years 7-9, all students study a main language, either Spanish, French or German. Students make their GCSE options in the Spring term of year 9. In German the ‘Stimmt’ course is used at KS3, French pupils follow the Dynamo course and Spanish pupils use Viva. We also subscribe to a range of on-line learning sites, such as Active Learn.

KS4 - Students currently follow the Edexcel courses in all languages. Alongside our own resources we use the Pearson Edexcel course materials, including the Active Learn packages. Our pass rates at GCSE are consistently high and we expect to have at least 2 classes in each language at GCSE each academic year. Our students are encouraged to spend time out of lessons on the on-line sites.

KS5 - Students currently study the Edexcel specification in both French and Spanish at A level. In Spanish we currently also use a 1:1 online learning course, with a remote tutor. The AQA course is studied in German. Classes are taught in small groups. We use the Pearson course materials alongside frenchteacher.net, DW TV, Kerboodle and the Dynamic Learning packages.

We also employ Language Assistants each year who work with small groups and individuals across all Key Stages to enhance speaking skills and cultural knowledge.

**Purpose of the Job**

* 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.
* To teach German to A level standard and a second language to at least Year 9.

**Teaching and Learning Responsibilities**

* To deliver the designated programme of teaching as presented in the scheme of learning.
* To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
* To enrich the pupil’s cultural knowledge.
* To prepare and update subject materials.
* To ensure a high quality learning experience for students that meets internal and external quality standards.
* Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.
* To take part in Parent/Carer Information Evenings.
* Within the school’s marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
* To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
* To apply the school’s Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
* To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
* To optimise the use of classroom support staff.
* To be a form tutor and work with the Year team, actively promoting school values and delivering the tutor time curriculum.

**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.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. 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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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| QTS | **🗸** |  | Appl |
| Relevant Degree | **🗸** |  |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of teaching to GCSE  | **🗸** |  | Appl/Int/Ref |
| Experience of teaching KS5 |  | **🗸** |
| Experience of working in a team | **🗸** |  |
| Contribution to school beyond the classroom |  | **🗸** |
| Designated safeguarding lead or willing to complete training if required |  | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| An understanding of the use of data in promoting pupil achievement and attainment |  |  | Appl/Int/Ref |
| 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. | ✓ |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others |  |  | Appl/Int/Ref |
| Genuine concern for others  |  |  |
| Positive attitude to work |  |  |
| Supporting positive mental health within the school |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

Appl = Application form Int = Interview Ref = Reference