

THE HOWARD PARTNERSHIP TRUST

'Bringing out the Best'

OXTED SCHOOL

JOB PROFILE – SUBJECT TEACHER

Job Title:	Teacher of MFL-French, Spanish or German
Reporting to:	Head of Department/Faculty
Salary:	MPR/UPR
Start date:	As soon as possible
Job Purpose:	<ul style="list-style-type: none">• To provide high-quality teaching and learning that supports students to make as much progress as possible• To work as part of a team and participate in activities that support the improvement priorities of the school• To maintain consistently the Teacher Standards
Key accountabilities	<ul style="list-style-type: none">• To plan and teach high quality lessons to support students in making good or outstanding progress• To set clear targets for students' learning, building on prior attainment and considering each student as an individual• To assess student work and progress giving regular feedback in line with school policy• To follow and contribute to schemes of work• To report on student progress in line with school policy and to ensure that students are thoroughly prepared for examinations• To maintain a stimulating, engaging and safe learning environment• To attend parent / information evenings as required• To respond to parental concerns / requests for information in line with school policy• To contribute to the wider life of the school, including whole-school routines and duties• To take responsibility for your own professional development and engage with performance management activity

Subject Specific Information

The MFL department prides itself on delivering high-quality language learning to our students and providing opportunities for them to develop life-long language skills that will support and enrich their future life chances.

We are a large department, currently comprising ten teaching staff with a range of languages and experience. We also have three language assistants who are native speakers and work mainly with AS/A2 students. In addition we have Schools Direct and/or PGCE trainees each year.

Almost all students in Key Stage 3 learn two languages: French or Spanish. No one language takes prominence. Students are taught in mixed ability classes for the first term of Year 7, after which they are set, where possible, according to ability. All students are taught in ability sets for Years 8. At Key Stage 4, a large number of students continue with at least one foreign language, and we currently follow the Edexcel specification.

All full time staff have their own classroom equipped with a state of the art Screen with speakers and normal whiteboard.

In addition, we have a dedicated ICT suite with 30 PCs. We also have the latest software available for language learning in the classroom and the ICT suite. We have a departmental work room with computers and working space for staff use. We follow units from Studio, Stimmt and Viva at Key Stage 3 and use the Edexcel textbooks for GCSE and AS/A2 level. There are also many other resources available. We adopt a collaborative approach: working closely together to share planning, ideas and teaching strategies. We actively promote an innovative approach to language learning, providing our students with an engaging and exciting learning experience. Our new colleague will be assured of a warm welcome and much support from all members of the department.

Additional Information

- Please see our website www.thehoward.org for more information about our school.
- NQTs will have a reduced timetable
- The majority of staff will be form tutors
- For more information about The Howard Partnership Trust (www.thehowardpartnership.org)

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PERSON SPECIFICATION – SUBJECT TEACHER

Qualifications & Training	Essential	Desirable	How assessed
Qualified teacher status	✓		Application
Relevant specialist qualifications in your subject	✓		Application
Commitment to CPD and improving practice through reflection	✓		Application / Interview
Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism	✓		Application / Interview
Experience as a form tutor and / or pastoral work		✓	Application / Interview
Skills and abilities	Essential	Desirable	How assessed
To be able to teach lessons which consistently meet the Teacher Standards	✓		Application / Interview
To use a variety of strategies to engage students and promote a stimulating environment	✓		Application / Interview
To work well in a team, contributing ideas and supporting faculty/department procedures	✓		Application / Interview
To be a confident user of IT as a teaching tool	✓		Application / Interview
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	✓		Application / Interview
Personal Attributes	Essential	Desirable	How assessed

Excellent communication skills with the ability to relate well to students and adults	✓		Application / Interview
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	✓		Application / Interview
Energy, enthusiasm, determination and an insistence on high standards	✓		Application / Interview
Be able to work under pressure, prioritise and manage time effectively	✓		Application / Interview

Values

We are a values-based organisation and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

Our values are:

Integrity - displaying honesty and having strong moral principles

Partnership - working together and taking collective ownership to achieve the same goals

Advocacy - working hard on behalf of others to maximise their success

Resilience - finding success again after something difficult or negative has happened

Compassion - displaying empathy towards and a desire to help others

Aspiration - aiming high to achieve success

Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.