



# Job Description and Person Specification

## Teacher of Modern Foreign Languages

**Start date:** 1<sup>st</sup> September 2026

**Application Deadline:** Friday 8th May at 9am

### Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

### Job purpose

- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To teach subject(s) of the school curriculum to promote effective learning for all Pupils.
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

### Accountable to

- Curriculum Team Leader of Modern Foreign Languages

### Key Accountabilities

- To aspire to provide the highest quality of teaching, along with challenging and stimulating learning opportunities for each and every pupil.
- To have regard to all school and departmental policies to ensure the health and safety of pupils and staff.
- All staff have a responsibility to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

### Teaching and Learning

- Use specialist subject and pedagogical knowledge, relevant school policies and examination specification requirements to plan differentiated work, which meets the needs of individuals and groups, promoting progression, continuity and quality learning.
- Use relevant positive behaviour management strategies to ensure a purposeful environment for teaching and learning to take place.
- Use a variety of suitable teaching and learning styles and communicate clear learning objectives and expectations.
- Use knowledge of the school's Special Educational Needs Register to plan appropriately for pupils with SEN.
- To track pupil progress and achievement in the subject(s), providing support and guidance where necessary to enable individuals to set targets for future improvement, as well as offering praise, encouragement and reward as appropriate.

- Use interests, skills and expertise to enhance the extra-curricular and enrichment provision for pupils.

### **Team working and collaboration**

- To manage pupil behaviour through careful planning, taking into account the personal, social and emotional needs of pupils.
- To work as a member of a team, attending meetings, planning co-operatively and sharing ideas, information and expertise.
- Establish good relationships with parents and external agencies through clear, unambiguous communication, to promote pupils' learning and development.

### **Awareness of Financial and Physical Resources**

- To organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- To take responsibility for resources and the environment.
- To ensure that resources are organised and readily available to promote learning.
- To support the establishment and maintenance of attractive displays of pupils' work, both within classrooms and other designated areas of the school.

### **Evaluation and Quality**

- To monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- To keep records of pupils' progress and report achievements in line with school policy and statutory requirements.
- To participate in the Performance Management process as directed by the Headteacher.

### **Administration**

- To maintain records and carry out procedures to satisfy all school policies.
- To ensure that appropriate work is set for pupils during any absence from school, where possible.

## Person Specification

Criteria	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• First degree</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant further study, particularly in relation to education or subject specialism.</li> <li>• Evidence of appropriate professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience, in paid employment or as a student teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in a maintained comprehensive school.</li> <li>• Experience of working as a tutor or mentor to young people.</li> <li>• Experience of working in a voluntary aided school.</li> <li>• Experience of working in a multi-cultural environment.</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile.</li> <li>• Proven success of planning and teaching a specialist subject.</li> <li>• Excellent curriculum knowledge, and a willingness to engage in curriculum innovation.</li> <li>• Commitment to the use of Information and Communications Technology for teaching and administration purposes.</li> <li>• Commitment to supporting the Curriculum Team Leader in the development of an outstanding department in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take on additional responsibilities.</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to setting and maintaining high standards for staff and pupils.</li> <li>• Committed to education principles which are inclusive of all pupils.</li> <li>• Ability to work in partnership with pupils, students, parents, staff and governors.</li> <li>• Excellent interpersonal skills.</li> <li>• Has a presence which inspires confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Committed, practising Christian.</li> <li>• Awareness and appreciation of the Anglican tradition.</li> <li>• Willingness to engage with pupils out of school hours through enrichment activities, extra-curricular activities, sport, and outdoor pursuits.</li> </ul>
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