**Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG**

**Title of Post:** Teacher of Modern Foreign Languages – Maternity Cover

**Salary:** Main Pay Spine - ECTs welcome

### **Responsible to:** Head of Modern Languages Faculty and Head of House

### **Post objective:** To teach in the Modern Languages Faculty and to contribute to the development of appropriate teaching programmes, resources and assessment methods within the Faculty.

The responsibilities of the post are to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teacher's duties set out in that document, as the Headteacher may reasonably direct. The post holder will normally act as a Form Tutor and carry out associated responsibilities (including PSHE) as indicated in the Form Tutor General Responsibility Document (Staff Handbook).

Main Duties and Responsibilities:

The post-holder will be immediately accountable to their Head of Faculty for teaching duties in the relevant subject team/s and the Year Team leader for tutoring duties.

* To be responsible for planning and delivering effective lessons for assigned classes that engage and enthuse students and enable all to make good or better progress.
* To play an active role in the curriculum team and contribute to the development and improvement of MFL provision in the school.
* To monitor student progress as a classroom teacher and tutor and take action to ensure that no child gets left behind.
* To take responsibility for your own professional development so that it contributes to improving standards and provision at Tupton Hall School.
* To act as a tutor to a group of students and be responsible for developing excellent approaches to study, a supportive group ethos that is focused on learning and harmonious relationships within this group.
* To contribute to developing the year group as a supportive community.

**Main Tasks**

The general responsibilities allocated to the post holder are indicated within this job description. Each year, key tasks associated with these responsibilities and related to the Faculty Development Plan, are agreed with each member of staff and published as part of the Development Plan.

* To plan lessons and sequences of lessons that meet the requirements of the national and departmental programmes of study and which are interesting and engaging for students, thus promoting positive attitudes towards the subject and a strong desire to learn and progress.
* To teach a proportion of all of the following courses, dependent on the member of staff’s specialisms.

Y7 - Y9 German + French or Spanish

Y10 – Y13 German

* To take an appropriate share of the responsibilities within the Modern Languages Faculty.
* To ensure that all lessons take account of the prior learning of the students and the skills they already have and to use this information to ensure that work is sufficiently differentiated to provide suitable challenges for all students in the class so that all are able to make progress.
* To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
* To have high expectations of students and build successful relationships centered on teaching and learning.
* To employ effective behaviour management skills so that there is a positive climate for learning established in the classroom and students feel safe, secure and confident because behaviour for learning is managed well.
* To plan for the effective deployment of any support staff who are contributing to students' learning.
* To plan opportunities for students to learn in out of school contexts including visits and educational trips to support and extend the curriculum and the setting of personal study tasks according to the published timetable.
* To assess students’ progress regularly and accurately through a range of activities including orally in lessons and by marking books and assessment tasks.
* To keep accurate records of these assessments and use them to inform future planning and to give students clear guidance on the next steps for improvement.
* To involve students in reflecting on, evaluating and improving their own performance and progress.
* To work collaboratively with other staff to ensure that all learning needs are met and support is put in place, where necessary, for those who have differing levels of ability or behavioural and social needs or for whom English is an additional language.
* To report on students' progress and attainment to parents, carers, other professionals and students as appropriate.
* To use ICT effectively in delivery of teaching and learning.
* To recognise and respond effectively to equality issues as they arise in the classroom and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To attend and participate in regular meetings.
* To participate fully in the school’s performance management process.
* To participate in training, continuous professional development and other learning activities as required
* We expect all those appointed to the Faculty to be enthusiastic about language teaching and show a deep commitment to the students in their care.  It is important that all the Faculty members work as a team, be flexible in their approach and be willing and able to develop their skills.  The Faculty aims to improve and develop its work, and to provide a purposeful and stimulating environment in which all students feel valued and encouraged to broaden their horizons and unlock their cultural capital.
* The ethos of the faculty is very much centred around being a team, working collaboratively, celebrating good practice, and continual reflection to ensure that we provide our best for our students, to create a positive and constructive learning climate.  Teachers are encouraged to use a broad range of activities in their lessons to motivate the students and make language learning an enriching experience.

Notes

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performances of duties and responsibilities, the post holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to the appropriate clauses of the Teacher's Conditions of Employment Document.
2. This job description is not necessarily a comprehensive definition of the post. It may be revised on an annual basis and will only be subject to modification or amendment after consultation and agreement with the holder of the post.
3. The school's grievance procedure will apply in relation to any dispute arising in connection with the job description and any amendments.

The Modern Languages Faculty consists of a team of 6 teachers who are responsible for teaching courses in French, German and Spanish. There are 6 staff at varying stages of their teaching careers, and with a wide range of experience. Leadership is provided by the Curriculum Leader and the Deputy Leader of the Faculty. We teach French, German and Spanish.  The teaching rooms are centralised in one faculty and include seven Modern Foreign Language classrooms with the option of booking ICT rooms – all staff have ownership of their own teaching room. There is also a Faculty work room for all Modern Foreign Languages staff with plenty of desk space, as well as a resources room.

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A brief overview of our provision:

In Year 7 pupils are taught for 2 lessons per week in mixed ability groups. Some students follow a Foundation Learning pathway to ensure a route into languages for all.

Year 8/9 pupils continue with MFL for 2 periods per week, many students are strongly encouraged to continue MFL at GCSE.

We follow a 2-year KS4 and students have either 2 or 3 periods in Year 10 and 11. We follow the below exam boards but will be changing to Edexcel from next academic year:

                        AQA German

                        AQA French

                        AQA Spanish

In the Sixth form we offer AS and A2 in French, German and Spanish.  All Modern Foreign Languages follow AQA specifications.

We run 1 large trip abroad per year, which is a huge motivational benefit to our students; we welcome experience and help with this endeavour. As part of the Redhill Trust, we work closely with our Trust Director and the MFL Network to ensure high standards, and sharing of good practice. Collaborative working is key to improving standards, and we invite applicants who welcome new ideas and are willing to engage in sharing of initiatives with colleagues in school and across the Trust.

We expect all those appointed to the Faculty to be enthusiastic about language teaching and show a deep commitment to the students in their care.  It is important that all the Faculty members work as a team, be flexible in their approach and be willing and able to develop their skills.  The Faculty aims to improve and develop its work, and to provide a purposeful and stimulating environment in which all students feel valued and encouraged to broaden their horizons and unlock their cultural capital.

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|  | **Essential** | **Desirable** |
| **Qualifications** | QTS  Degree level qualification in Modern Foreign Languages | Good Honours Degree |
| **Teaching** | Able to teach full range of ability 11-18  Able to support teaching in other areas within the Faculty  Able to create an excellent climate for learning within teaching area  Able to use a range of strategies to promote learning  Able to manage and encourage good behaviour  Able to develop positive and meaningful relationships with students  Able to make appropriate use of ICT for learning  Understanding of how to use data to inform planning and improve pupils’ performance  Understanding of a range of assessment for learning approaches, including grades where appropriate  Able to communicate with pupils, parents and carers about pupil’s progress | Able to develop best practice through wide range of imaginative approaches  Participation/development of extra-curricular activities  Engaged with developments in teaching and learning strategies to raise achievement |
| **Personal Qualities** | Enthusiasm  Team-working skills  Reliability and Integrity  Personal Organisation  Flexibility  Engagement in own continuous professional development | Strategic Planning  Motivational skills |