



DOWNLANDS SCHOOL - LEARNING IS AT THE HEART OF EVERYTHING WE DO
“This is an outstanding school” – Ofsted January 2017

ROLE SPECIFICATION FOR TEACHER OF MODERN LANGUAGES

Job Title:	Teacher of Modern Languages – Ideally French and German
Grade	Main Scale/UPS
Contract	Full Time Start: 1 st September 2021
Reporting to:	Head of Teaching and Learning - ML
Location:	Downlands Community School

MAIN PURPOSE OF THE ROLE:

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Accountable for:

- The learning and progress of the pupils in the groups allocated ensuring that pupils make progress that is in line with or exceeds the expectation of three levels of progress across Key Stages 3 and 4.
- Teaching the schemes of work for the department ensuring all aspects of the needs of learners are met as appropriate.
- The pastoral care and academic and social progress of the allocated tutor group.

ACCOUNTABILITIES AND TASKS

Accountability	Task
Planning, Teaching and Class Management	<p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none">• Promoting and developing a growth mind-set approach to languages• Planning engaging lessons, which enthuse students in languages, using a variety of teaching methods.• Planning lessons, which promote the progress of all students through the effective use of assessment criteria.• Knowing, monitoring and intervening with our key groups of disadvantaged students to enable them to make outstanding progress.• Providing effective homework to further student progress.• Setting high expectations and make effective and consistent use of



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	<p>the Downlands’ behavioural policy.</p> <ul style="list-style-type: none"> • Holding a Growth Mind-set approach to your own practice, by continually seeking to improve your own teaching. • Ensuring the effective and efficient deployment of classroom support, including TAs and MLAs.
Monitoring, Assessment, Recording, Reporting	<ul style="list-style-type: none"> • Monitoring pupils' work and using the REAct system to provide quality feedback, which enables students to make outstanding progress. • Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving; • Undertaking assessment of students as requested by examination bodies, departmental and school procedures; • Preparing and presenting informative reports to parents in line with school policy ensuring that all deadlines are met.
Curriculum Development	<ul style="list-style-type: none"> • Contributing to the whole school’s development plan. • Developing appropriate teaching support materials as required by the department. • Being up to date with changes to the curriculum and assessment criteria. • Attending all directed meetings.
Pastoral Duties	<ul style="list-style-type: none"> • Being a form tutor to an assigned group of students; • Promoting the general progress and well-being of individual students and of the Tutor Group as a whole; • Liaising with the Achievement Leader (Head of Year) to ensure the implementation of the school's pastoral system; • Registering students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life; • Alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved; • Communicating, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;



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<p>Other Professional Requirements</p>	<ul style="list-style-type: none"> • Attending team meetings as required. • Operating at all times within the stated policies and practices of the school; • Establishing effective working relationships and setting a good example through their presentation and personal and professional conduct; • Endeavouring to give every child the opportunity to reach their potential and meet high expectations; • Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students; • Contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school; • Taking part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate • Taking responsibility for own professional development and duties in relation to school policies and practices; • Liaising effectively with parents and governors as appropriate • Ensuring all work undertaken is covered by Health and Safety rule/s and regulations and that all due care and supervision is exercised. • Ensuring that all accidents are reported to the appropriate member of staff
<ul style="list-style-type: none"> ➤ Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ➤ The job is subject to the current School Teachers' Pay and Conditions and the policies established by the governors ➤ This job description may be amended at any time following discussion between the Headteacher and member of staff, and may be reviewed annually 	



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PERSON SPECIFICATION – DOWNLANDS COMMUNITY SCHOOL – TEACHER OF ML

Qualifications, Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • A good degree or equivalent in French/German or a native speaker. The ability to teach French to Key Stage four with German to Key Stage three The ability to teach both to Key Stage Four is highly desirable but not essential. • Qualified Teacher Status • A record of successful, or ideally outstanding, teaching in another school • A clear philosophy of how successful learning is promoted and why the subject should be taught • Good subject and pedagogical knowledge that enables students of all abilities to achieve high outcomes • Awareness of the strategies available for improving the learning and achievement of pupils of all abilities • Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people 	<ul style="list-style-type: none"> • Good teaching skills that enable learners of all abilities to make at least the progress expected • The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected • Good classroom and behaviour management skills with high expectations of pupil learning and behaviour • The ability to assess pupil progress and use this assessment to promote further learning • Ability to motivate students of all levels and make learning enjoyable • Good communication skills both verbally and in writing • Good inter personal skills that promote good relationships with pupils, parents and colleagues • A confident user of ICT with the ability to use it to enhance pupil learning in the classroom • Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group 	<ul style="list-style-type: none"> • A reflective practitioner with a positive attitude towards continuing professional development and their own learning • Committed to the teaching of languages in a comprehensive school • Willingness to contribute to the wider life of the school and extra curricular activities • Good personal organisation and time management



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Further Information:

Downlands Community School is a thriving, 11-16, mixed, Local Authority, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The School was inspected by OFSTED in November 2016 and the report, published in January 2017 found that the School was “Outstanding” in all areas. The School is now striving to become “beyond outstanding”.

Due to its popularity, the school is expanding to eight forms of entry. A new teaching block and other improvements have been provided to accommodate this. The MFL Department is housed in suite of classrooms in this new block. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Information – Vacancies” on the website.

At the heart of the department is the vision to open doors for our students. Therefore, there is a strong focus on the transferable skills involved in language learning, which will open doors to new experiences and cultures. In Year 7 all students experience a taster course in French, German and Spanish, where the emphasis is on skills and strategies for language learning. Students then focus on one of the three languages, to continue their studies through Year 8 and 9, with the majority of students currently continuing their language studies at GCSE in Year 10 and 11. Downlands aims to make language learning both accessible and fun, whilst maintaining high standards.

Successful applicants will be responsible for planning and delivering high quality lessons and supporting students to achieve excellent results, instilling in them a love for languages and a keenness to learn. You will be an effective team member, whose input will contribute to the capacity of the current supportive and enthusiastic team.

Downlands is West Sussex School and uses West Sussex pay scales. At the present time, the pay range for a Main Scale Teacher is point 1 (£25,714) to point 6 (£36,961). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£38,690) to point 3 (£41,604). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from the current Headteacher that progression is warranted.



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Applications

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website.

Applications should be addressed to Mr M Wignall – Headteacher and emailed to the HR Officer: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent

The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start date is **1st September 2021**

The **closing date** for applications is **midday Friday 26th March 2021** though we reserve the right to bring this date forward if there are sufficient applications. Interview date to be confirmed. Applicants that have not been invited to interview by Tuesday 30th March 2021 should assume that they have not been successful on this occasion. All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.
Email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.