



## Teacher of MFL

### **Working at St Joan of Arc Catholic School**

St Joan of Arc Catholic School is a comprehensive, Catholic, 11-18 co-educational school of 1250 students, including 200 in the Sixth Form. Academic results are consistently high and the school is heavily oversubscribed. At our most recent Ofsted inspection we were rated “a good school” with the behaviour and attitude towards learning of the students identified as “outstanding”. The last Diocesan inspection confirmed that the school is an “outstanding Catholic school”. As a large secondary academy, we have many opportunities for both teaching and support staff.

### **An attractive and easily accessible location in south west Hertfordshire**

Situated on a greenbelt site in Rickmansworth, St Joan of Arc Catholic School is a 10 minute drive from the M25 motorway and there is ample parking for cars on site. The school is only a 5 minute walk from Rickmansworth station which is served by the Chiltern overground line (Aylesbury-Marylebone) and the Metropolitan underground line (Amersham - Aldgate). The school site is very attractive and is close to the town centre where there are numerous shops and services.

### **A strong ethos with clear vision and values**

The ethos of St Joan of Arc Catholic School is epitomised by the school’s mission statement – ‘Love Christ- Inspire Others’. Students and staff commit to the acts of love, service, respect, justice and faith. As members of the school community we are committed to serving each other, the pupils and the wider community. Spiritual, moral, social and cultural attitudes are “outstanding”.

### **Committed and friendly staff**

Our dedicated staff work hard, share a positive outlook and enjoy working and engaging with the students. New members of staff are made welcome and settle in quickly. There is a low turnover of staff each year although some move on due to advance their careers or to relocate. We provide in-house training for staff and combine this with access to external training courses as appropriate. Socially, the staff run a ‘Comforts Fund’, staff teas are held every Friday afternoon and there are regular social events. In addition, staff are encouraged to support events run by the PFA.

### **Talented, committed and friendly students**

The students are from a diverse range of backgrounds and from a wide catchment area. At our most recent Ofsted inspection behaviour at the school was found to be ‘outstanding’. Students of all abilities make good or better progress throughout the school. Standards are identified as significantly above average because students have outstanding attitudes towards their learning and are keen to make the most of the opportunities that the school gives them. The school aims to develop each student to reach their potential and to develop into caring, active and well-rounded citizens. Students get on very well with each other because of the school’s emphasis on care and respect, they feel safe and pastoral systems are effective.

### **Our commitment to the staff**

The governors, headteacher and senior leadership team remain committed to recruiting high quality staff to the school. They are committed to supporting continuing professional development and to ensuring that St Joan of Arc Catholic School remains a stimulating and pleasant environment in which to work. The success of our students is underpinned by the strong partnership that is nurtured between school, parents, governors, trustees, past students and the local community.



## Teacher of MFL

**Line Managed by: Head of Modern Foreign Languages**

**Salary: Salary to be discussed at interview and placement on St Joan of Arc Catholic School pay scale will depend on qualifications and experience**

### **Purpose of Role:**

- To deliver the taught elements of the various MFL department courses as directed
- To support the work of the MFL department staff and students

### **Role & Responsibilities**

- To meet the statutory Teachers' Standards
- To teach the target language(s) as directed on the MFL department qualification courses; currently GCSE and A Level MFL qualifications
- To implement assessment, recording and reporting systems to monitor student progress in accordance with national, school and departmental policy
- To undertake all necessary exam preparation and administration as required by the line manager
- To attend school and departmental meetings and INSET
- To work evenings during open days, MFL department and whole school events as directed
- To undergo any training required in order to perform duties efficiently
- To engage actively in the Performance Management Review process
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To communicate effectively with the parents of students as appropriate
- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in all aspects of school life

# JOB DESCRIPTION

- To alert the appropriate staff to issues experienced by students
- To contribute to the PSHEE and Citizenship programme according to school policy
- To apply the Behaviour Management systems so that effective learning can take place
- To teach students according to their educational needs, including the setting and marking of work
- To mark, assess and give written verbal and diagnostic feedback as required
- To engage actively in the performance management process
- To continue personal development as identified
- To undertake any other duty as specified by School Teachers' Pay & Conditions Body (STPCB) not mentioned in the above
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the School's Dress Code
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Headteacher / SLT

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

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**It is expected that the person appointed will have the following qualifications, experience, knowledge / skills and personal qualities and / or special requirements for the post**

### **1. Qualifications**

- A good Honours degree or higher qualification
- Qualified Teacher Status or currently completing a course of professional training leading to QTS
- Any other relevant qualifications specific to this post

### **2. Experience**

- A proven record of successful classroom teaching
- Experience of teaching across the full age and ability range
- School experiences which have provided a thorough preparation for this post
- Experience of monitoring and evaluating students' progress
- Experience of initiating, implementing and managing developments within the subject area would be desirable
- Form tutor experience would be desirable

### **3. Knowledge / Skills**

- Knowledge of current educational issues
- The ability to teach French and/or Italian and/or Spanish up to Advanced Level is desirable, but not essential
- Administrative skills to support the work of the department
- Excellent classroom management skills
- The ability to communicate effectively with students and adults
- Secure knowledge of current curriculum developments
- Understanding of the learning process

### **4. Personal Qualities**

- Commitment to the best interests of the students
- Willingness to take responsibility
- Enthusiasm and sense of humour
- An ability to co-operate with colleagues
- Reliability and resilience
- Ability to use a variety of teaching strategies
- Ability to monitor and evaluate students' progress
- Excellent written oral and communication skills in the target language(s) and English
- Excellent presentation skills and smart appearance
- Excellent organisation, prioritisation and time management skills
- Excellent classroom behaviour management skills
- Ability to use ICT to enhance teaching and learning

# PERSON SPECIFICATION

## 5. Special Requirements

- Sympathy with the aims of a Catholic School
- Commitment to raising standards
- Commitment to safeguarding and promoting the welfare of children and young people
- An enthusiastic and effective team player

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## MFL

### Accommodation and Resources

The department is currently made up of four full time and two part time members of staff. There are five specialist Modern Foreign Language classrooms. Each classroom has its own computer, projector and cassette/CD player. Two classrooms have an interactive white board.

The department is an active, popular and successful part of the school. We offer trips to France and Italy for all abilities students in Year 8 and above at all abilities.

### Curriculum: Years 7 to 11

Two languages, French and Italian, are offered from Year 7.

In consultation with feeder Primary Schools and prior to the start of Year 7, students opt for one language which is continued to the end of Key Stage 4 as an option.

Spanish may be chosen as an Option in Year 10 by the most able / committed linguists and Portuguese is taught after school from Year 7.

Year 7 is taught in mixed ability groups and then whenever possible students are placed in sets from Year 8 onwards.

In Key Stage 4, students are entered for AQA French, Italian and Spanish specifications and Edexcel for Portuguese.

### Current Coursebooks: Key Stages 3 & 4

#### French

Year 7 - Allez 1	Years 9/10/11	AQA GCSE French Foundation
Year 8 - Allez 2		AQA GCSE French Higher

#### Italian

Year 7 – Tutti Insieme 1	Years 9/10/11	AMICI Student's book & Workbook
Year 8 - Tutti Insieme 2		

#### Spanish

Year 10/11	AQA GCSE Spanish Foundation
	AQA GCSE Spanish Higher

#### Portuguese GCSE/AS/A2

Coursebooks are supported and enhanced by in-house resources and assessments including ICT.

## Curriculum: Years 12 & 13 Key Stage 5

### AQA French A2

Over two years, the following Themes are covered:

1. Aspects of French-speaking society: current issues and trends
2. Artistic culture in the French-speaking world
3. Aspects of political life in the French-speaking world

**Paper 1 Listening, reading and translation (50%)**

**Paper 2 Written response to a literary work and a film (20%)**

**Paper 3 Speaking (30%)**

During the course, authentic foreign language materials are used to practise the Reading and Listening skills. Aspects of contemporary society, culture and the heritage of France are also studied. Development, understanding and awareness of issues relating to spirituality, morality, ethics, health, immigration in French society and Europe also form part of the KS5 French curriculum.

### Edexcel Italian A2

Over two years, the following Themes are covered:

1. Changes in Italian Society
2. Political and artistic culture in Italy and Italian speaking countries and communities.
3. Italy: A society in evolution
4. From Fascism to the present day

**Paper 1 Listening, reading and translation (40%)**

**Paper 2 Written response to a literary work, a film and translation (30%)**

**Paper 3 Speaking (30%)**

Authentic foreign language materials are used to practise the Reading and Listening skills. Aspects of contemporary society, culture and the heritage of Italy are also studied, including issues relating to spirituality, morality, ethics, health and immigration.

### AQA Spanish A2

Over two years, the following Themes are covered:

1. Aspects of Hispanic society
2. Artistic culture in the Hispanic world
3. Multiculturalism and aspects of political life in Hispanic society

**Paper 1 Listening, reading and translation (50%)**

**Paper 2 Written response to a literary work and a film (20%)**

**Paper 3 Speaking (30%)**

During the course, authentic foreign language materials are used to practise the Reading and Listening skills. Aspects of contemporary society, culture and the heritage of France are also studied. Development, understanding and awareness of issues relating to spirituality, morality, ethics, health, immigration and society.

### Development Priorities

The Department aims to keep abreast of developments in MFL and teaching. The successful candidate will have every opportunity to contribute to the formation of policy and practice. They would be involved and influential in developing our curriculum to reflect the emerging requirements of the revised Programme of Study.

# HOW TO APPLY



## MFL

When making an application, candidates should complete a copy of the Catholic Education Service (CES) Application Form for Teachers. Regretfully, CV's cannot be considered. To access the latest version of the application form please go to the St Joan of Arc Catholic School website: [www.joa.herts.sch.uk](http://www.joa.herts.sch.uk) and select the 'Vacancies' Link. Here you will find the CES Application Forms link which will take you directly to the CES website. Alternatively, please go to [www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

The following documents should be completed:-

- **Teacher Application Form**
- **Consent to Obtain References**
- **Recruitment Monitoring Form**
- **Rehabilitation of Offenders Act 1974 Disclosure Form**

Please also read the 'Notes to Applicants' available on the CES website.

A supporting statement (letter of application) of no more than 2 sides of A4 should be submitted with your application.

Documents may be returned electronically to: [vacancies@joa.herts.sch.uk](mailto:vacancies@joa.herts.sch.uk)

Please note that references will be obtained before interviews take place.

If you require further information regarding the post or your application, please contact the HR Administrator by email to [vacancies@joa.herts.sch.uk](mailto:vacancies@joa.herts.sch.uk)

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