

# The Joseph Whitaker School

*An Academy specialising in Sport and Performing Arts*



## **Job Description and Person Specification**

**Post:** Modern Foreign Languages Teacher

**Grade:** MPS/UPS

**Date:** September 2022

**Line Manager:** Head of Faculty

## **Common Responsibilities**

The postholder will:

- promote the school in accordance with the School Improvement Plan up to a level that is reasonable in relation to the grading of the post;
- carry out school and Trust policy as documented and/or as directed by the Headteacher;
- respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- work in a responsible and safe manner, paying attention to all Health and Safety and Safeguarding procedures operating within the school and Trust.
- work in a way that enhances the school in the eyes of the local community and beyond;
- work flexibly within school according to the grade or level of work;
- assist in the provision of a high-quality educational experience for all children;
- Engage in appraisal activities and reviews as required by the Trust policy and use the process to develop your personal and professional effectiveness

## **Specific Duties and Responsibilities**

### **Curriculum**

- To ensure the delivery of high-quality learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- With the Faculty, to review systematically, change and modify the curriculum as necessary
- With the Faculty, to establish and maintain schemes of work and programmes of study for Modern Foreign Languages
- To ensure that ICT is an integral and effective part of the curriculum
- To keep abreast of current developments in the educational field to enable effective curriculum planning
- To assess students' work and report on progress as required
- To work with other Faculties as appropriate

**Faculty**

- To work closely with all members of the Faculty to achieve Faculty and whole school aims and to assist with whole school projects
- To promote student progress and wellbeing with due regard for discipline, health and safety
- To support the Faculty to ensure that the environment of the Faculty and teaching areas are always of a high quality and contribute to the environment of the Academy
- To participate and contribute to appropriate meetings

**General**

- To take responsibility for the effective care and guidance of a tutor group
- To effectively monitor the academic performance of students within a designated tutor group
- To work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- To demonstrate a keen interest in the life of the school
- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation.
- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

**Special Factors**

This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

**PERSON SPECIFICATION**  
**Teacher of Modern Foreign Languages**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Well-qualified Graduate in at least French or Spanish</li> <li>• Awareness of current developments within education and the subject area</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Full understanding of the Safeguarding requirements and how teachers promote the welfare of children</li> <li>• Enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection Training</li> </ul>
<b>TEACHING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Outstanding or good teaching ability</li> <li>• Experience of Modern Foreign Languages at KS3 and KS4</li> <li>• IT literate, making highly effective use of ICT to enhance teaching</li> <li>• Strong use of data to inform teaching and improve learning</li> <li>• Experience of tutoring students in a pastoral capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Modern Foreign Languages at KS5</li> <li>• Potential to contribute to extra-curricular activities in other areas</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Commitment to raising achievement</li> <li>• An innovative and positive attitude</li> <li>• Excellent communicator, both orally and in writing</li> <li>• Ability to work as part of a team</li> </ul>	