



BEECHWOOD SCHOOL

Job Description

Post title:

Modern Foreign Language Teacher

Hours of Work:

Part Time, Permanent, 3 days per week/0.6 FTE, Term Time Only,

Salary:

Depending on Experience

Responsible to:

Headteacher

Main Responsibilities

Teaching

- Planning and preparing courses and lessons in MFL for both Prep Students and potentially up to A level French.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Some EAL teaching. Experience with Cambridge English Proficiency Exams and IELTS useful.

Other Activities

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.

- Maintaining and monitoring display work in appropriate areas of the School.

Assessments and Reports

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

Appraisal

- Participating in any arrangements that may be made for Performance Management.

Further Learning and Development

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

Educational Methods

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Staff Meetings

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

	<p>Public Examinations</p> <ul style="list-style-type: none"> Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. <p>Administration</p> <ul style="list-style-type: none"> Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials. Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. <p>All employees at Beechwood are expected to undertake additional duties as assigned by the Headmaster. Most instructional staff are also tutors and they would be reporting to the Heads of Year for this.</p>
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Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Relevant teaching qualification including QTS PGSE or other relevant qualification. To have a qualification in French	Bachelor/Master degree Further qualifications with regard to child protection and/or SEN. Relevant First Aid qualification. Modern Foreign Language Specialisation	Production of the Applicant's certificates
Experience:	Experience of working with children. Experience of dealing with children within an educational context.	Recent experience of teaching at the relevant level.	CV Interview Professional references
Skills:	An ability to communicate effectively both orally and in writing.	Specialism for running an after school club	CV Interview

	<p>An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</p> <p>An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines</p> <p>Good IT skills and an ability to use ICT to good effect in the classroom</p> <p>First class literacy and numeracy skills.</p> <p>Fluency in French</p>		Professional references
Knowledge:	<p>Knowledge of the requirements of the National Curriculum and specifications of examination courses.</p> <p>An awareness of and commitment to the ethos of the school.</p>	<p>Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.</p> <p>Awareness of safeguarding, data protection and assessment</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<p>A genuine enthusiasm for working with children and a desire to communicate this to students</p> <p>A positive attitude to the use of authority and maintaining student discipline</p> <p>A commitment to overcoming barriers to learning.</p> <p>An ability to inspire confidence</p> <p>Being a positive role model</p> <p>An ability to strike a good professional rapport with children, staff and parents</p> <p>To be flexible to the needs of the students</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>An interest in contributing to the extracurricular life of the school</p> <ul style="list-style-type: none">• Able to work well as part of a team <p>Able to work on own initiative</p>		
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