

Dear Applicant

Thank you for your interest in the position of **Teacher of Modern Foreign Language at Lord Derby Academy, Seel Road, Huyton, L36 6DG.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

### **Method of Application**

The preferred method of application is electronically via email to [recruitment@lordderbyacademy.co.uk](mailto:recruitment@lordderbyacademy.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected. The provisional interview date is Thursday 24<sup>th</sup> May 2018.

### **Closing Date**

Applications received after the closing time of **12.00pm on Monday 21<sup>st</sup> May 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0151 477 8860 or email [recruitment@lordderbyacademy.co.uk](mailto:recruitment@lordderbyacademy.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs J Riley  
**HR and Operations Assistant**

**Believe Achieve Succeed**

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# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Teacher of Modern Foreign Languages</b>
<b>Reporting to</b>	<b>Head of Modern Foreign Languages / Head of Year</b>
<b>Main purpose of job</b>	<p>The post holder will be expected to teach French / Spanish to the full age and ability range</p> <p>The post holder will be expected to deliver the Personal Development Curriculum and Personal, Social, Health Education (PSHE)</p>
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• To plan their teaching to achieve progression in pupils' learning</li><li>• To set high expectation for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through the development of positive and productive relationships</li><li>• To use a variety of teaching methods, including ICT, which sustain the momentum of pupils' work and keep all pupils engaged</li><li>• To make effective use of assessment information to inform planning and maximise learner progress</li><li>• To mark and monitor pupils' classwork and homework (keeping accurate records), providing constructive oral and written feedback and setting appropriate targets to maximise pupils' progress</li><li>• To develop, evaluate and update schemes of work across all Key Stages with the support of the Faculty Leader</li><li>• To be familiar with the statutory assessment and reporting requirements and know how to prepare and present information reports to parents/ carers</li><li>• To be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and as part of their responsibilities implement and keep records of Individual Education Plans for pupils when required</li><li>• To evaluate their own teaching critically and to use this to improve their effectiveness</li><li>• To attend and contribute fully to meetings and progress evenings as required</li><li>• To contribute to activities identified in the Departmental Improvement Plan</li><li>• To carry out the role and responsibilities of a form tutor</li><li>• To contribute to the planning and delivery of wider curricular activities</li></ul>	

- To play a full part in the life of the school community

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



# Person Specification

A=Application    I=Interview    T=Teaching    R=Reference

<b>Education and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>To hold a degree</li> <li>Qualified Teacher – with experience or a Newly Qualified Teacher</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> <li>Willingness to undertake further professional development</li> </ul>	<p><b>Assessed by:</b></p> <p>A A</p> <p>A I</p>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>High level of specialist subject knowledge</li> <li>Successful teaching experience at Key Stage 3 and Key Stage 4</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Knowledge of the core standards for teachers (September 2012) and how they apply in practice</li> <li>Willingness to contribute to the wider life of the Academy</li> </ul>	<p>I/T A</p> <p>A/I I</p>
<b>Special Aptitudes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>A commitment to comprehensive, inclusive, community education</li> <li>A commitment to safeguarding and protecting children and young people</li> <li>High standards and expectations</li> <li>A passion for excellence</li> </ul>	<p>I/T A/I</p> <p>T I</p>
<b>Interpersonal Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to motivate learners of all abilities to learn and to make good or better progress</li> <li>Very good classroom management</li> <li>Good oral &amp; written communication skills</li> <li>Ability to listen &amp; respond to young people establishing excellent relationships with them</li> <li>Ability to analyse and use data effectively</li> <li>Ability to plan and deliver Good to Outstanding lessons.</li> <li>Ability to use ICT for planning, teaching, organisation and assessment purposes</li> <li>Ability to plan consistently, creatively and effectively to support excellent progress</li> <li>Ability to reflect upon own practice &amp; respect the contribution of others</li> <li>Ability to work effectively as part of a team</li> <li>Willingness to develop learning with key partners including local primary schools and other Trust schools</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Ability to use e-technologies effectively</li> </ul>	<p>I</p> <p>T A/I/T T</p> <p>I T T</p> <p>T</p> <p>I/R R/A/I A/I</p> <p>A</p>