

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher of French  
**CONTRACT:** Permanent  
**SALARY:** Teacher's Pay Range  
**NO OF POSTS:** 1  
**START DATE:** September 2018 or earlier

**JOB NO:** AACTF  
**SITE:** Arena Academy  
**INTERVIEW DATE:** TBC  
**CLOSING DATE:** 14<sup>th</sup> February 2018

Arena Academy is committed to ensuring successful outcomes for all students. Here at the Academy we ensure that every student has opportunities to succeed.

We are looking to appoint a Teacher of French. You will be joining an academy team whose sole aim is to ensure that all students get the very best support, care and guidance that enables them to achieve their very best. Please view the website to learn more about us.

**It is vital that everyone within the organisation plays their part. The ability to be flexible and versatile will be fundamental within this role.**

Arena Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) check is required for all successful applicants.

### **How to apply**

An application form can be downloaded from [www.perrybeechesacademytrust.co.uk/vacancies/](http://www.perrybeechesacademytrust.co.uk/vacancies/) or [www.arena-birmingham.academy/vacancies](http://www.arena-birmingham.academy/vacancies). Alternatively, you can contact the Academy Trust HR Department on 0121 289 3944 or email [vacancies@pb-theacademy.co.uk](mailto:vacancies@pb-theacademy.co.uk).

Please submit your application form, a letter of application and any supporting documents, to [vacancies@pb-theacademy.co.uk](mailto:vacancies@pb-theacademy.co.uk).

**Only those applicants submitting the appropriate application form will be considered.**

**Please note that Birmingham City Council application forms will not be accepted.**

Post Requires Police / DBS Clearance:	<b>Yes</b>
Is the job exempt from the Rehabilitation of Offenders Act?	<b>Yes</b>
Is the post exempt from job share	<b>Yes</b>

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

### **Job Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor
- To facilitate and encourage a learning experience which provides students with opportunities to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth whilst fostering our ethos of providing equal opportunities for all.
- To take an active responsibility for the safeguarding and welfare of all students and young people within the academy

### **Teaching:**

- Teach consistently high quality lessons
- Deliver the curriculum in line with the relevant key stage groups
- Be a role model for students, inspiring them to be actively interested in French
- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers and Progresso.
- Identify individual student capabilities, plan and distinguish teaching methods appropriately to build and develop student learning.
- Be responsible for the teaching materials and programmes as appropriate
- Prioritise and manage time effectively, ensuring continued professional development in line with the role and to follow the academy policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Follow schemes of work for French studies at all key stages
- Updating professional knowledge and expertise as appropriate to keep up-to-date with developments in teaching practice and methodology, in general, and in the curriculum area of French studies
- Be aware of departmental and school health and safety measures, including relevant risk assessments
- Use detailed knowledge and specialist skills to support and progress students' learning
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Encourage students to interact and work co-operatively with others and engage all

### **Assessment, Feedback and Tracking:**

- To lead, monitor and evaluate the assessment and feedback to students in line with whole academy and department policy
- To follow department monitoring and tracking systems relating to students' attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and academy procedures

- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding the tracking of student progress and use information to inform learning and teaching
- Setting and co-ordinating assessment arrangements in French at all key stages, and in all areas as required by academy policies, including standardising those assessments
- Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment

#### **Staff Development:**

- To continue personal development in the relevant areas including subject knowledge and teaching methods to engage actively in the Performance Management process
- Participate in whole school CPD programmes

#### **Student Support and Progress:**

- To be a Form Tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required to contribute to the preparation of action plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour policy so that effective learning can take place.
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and faculty heads.

#### **Safeguarding:**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

#### **Communications, Marketing and Liaison:**

- To communicate effectively with the parents of students as appropriate.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.

#### **Personal Responsibilities:**

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote academy policies and procedures.
- To comply with the academy's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

- To undertake duties before the academy day, at break, during the lunch period and after the academy day on a rota basis.
- To attend meetings scheduled in the academy calendar punctually
- To attend staff training.
- To set cover work during any leave of absence

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher

## PERSON SPECIFICATION

**JOB TITLE:** Teacher of French

**SALARY:** Teachers Pay Range

**CONTRACT:** Permanent

**EFA DEPARTMENT:** Education

**SITE:** Arena Academy

### Method of Assessment (M.O.A.)

AF = Application Form    I = Interview    T = Test    P = Presentation  
TT = Teaching Task

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>MFL Degree (Or relevant /PGCE or recognised equivalent.</li> <li>Qualified Teacher Status</li> <li>French experience – teaching and practical.</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification.</li> <li>Further relevant professional qualifications and professional development work.</li> <li>Teaching Experience</li> </ul>	AF/I
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to prioritise workloads</li> <li>Ability to work on own initiative.</li> <li>Willingness to adopt new strategies for improving and maintaining student engagement and learning</li> <li>Ability to inspire children and adults with an enthusiasm for learning.</li> <li>Good interpersonal and communication skills.</li> <li>Good team player.</li> </ul>	<ul style="list-style-type: none"> <li>Willing to use parental help.</li> <li>Ability to lead INSET sessions.</li> </ul>	I/TT
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Knowledge of best practice for Teaching and Learning.</li> <li>Up to date knowledge of current learning strategies.</li> <li>Professional understanding of the educational needs of children.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development.</li> <li>Experience of working in a School.</li> <li>Adept understanding of changes within the national curriculum</li> <li>Understanding of</li> </ul>	I

		educational issues	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for French</li> <li>• Recognition of the diversity in cultures and nationalities within the school.</li> <li>• Willingness to be involved in extracurricular activities</li> <li>• Commitment to the highest standards of child protection</li> </ul>		AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO PERRY BEECHES THE ACADEMY TRUST  
EQUALITY POLICY**

**COMPILED BY HR**

**DATE**