



SALESIAN COLLEGE FARNBOROUGH

Job Description

PART-TIME TEACHER OF MODERN FOREIGN LANGUAGES

Job Title: Part-Time Teacher of Modern Foreign Languages
(*French and Spanish*)

Allowance: MPS with part-time hours to be agreed

Line Management: Reports to Head of Modern Foreign Languages

Applications are invited from both experienced teachers and those new to the profession to join a strong and successful Modern Foreign Languages Faculty. For an NQT, statutory induction and full support is provided.

Employment Duties:

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The school and all its personnel is committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

Details of the Position:

There will be a vacancy for a part-time Teacher of Modern Foreign Languages from September 2012. The successful candidate should be a well-qualified graduate, capable of teaching French up to GCSE and Spanish to KS3

French is taught from Year 7 and Spanish is currently taught from Year 8 through to A2 Level in the Upper Sixth. Up to GCSE both languages are taught for two hours per week.

In both Years 10 and 11 there are four groups for French and three groups for Spanish. The faculty follows the AQA GCSE specification. In June 2011 50% of the entry in both subjects achieved A* or A.

The Faculty is based in five dedicated MFL classrooms all equipped with interactive whiteboards. We also benefit from the help of both French and Spanish Language Assistants.

In 2010-2011 each of the five MFL teachers organized a trip either to France and Spain for students from Years 8 to 13.

Part-Time Teacher of Modern Foreign Languages – January 2012

The College provides an enjoyable environment in which to work. The pupils are well disciplined, enthusiastic and respectfully friendly. The teaching staff fosters a caring relationship with the pupils, and through academic study, sporting and cultural activities, and the scope to develop in posts of responsibility, the boys and girls emerge as rounded, well-educated polite young people. There are numerous opportunities for staff to contribute to the wider extra-curricular life of the College and new initiatives are encouraged.

Particular Responsibilities:

The duties of Teacher of French and Spanish at Salesian College include:

- To give such assistance as the Head of Modern Foreign Languages may reasonably require.
- To teach a timetable as allocated.
- To teach French up to GCSE and Spanish to KS3.
- To set and mark homework as designated by College Policy.
- To instil in the students a love of the subject and a desire to develop their language skills.
- To help to organize and to participate in visits to France and/or Spain.
- To assist with day-to-day faculty administration and documentation.
- To assist with evaluating and monitoring the work of the faculty.
- To assist in the production of suitable schemes of work for all year groups that they teach
- To assist the Head of Faculty in the implementation of new curriculum developments as agreed with the Headmaster, Deputy Headmasters and Assistant Headmaster.
- To assist with the production of internal examinations.
- To ensure that good records are kept illustrating the progression of each student within your teaching groups.
- To manage resources efficiently and effectively.
- To be aware of all Health & Safety issues relating to the Faculty and to exercise due regard to current Health & Safety regulations.
- To promote the continued development of the use and provision of ICT within the faculty and the College.
- To attend INSET courses in order to further professional development.
- To attend faculty meetings.
- To assist with the preparation of work for absent faculty colleagues who have been unable to do so.
- To carry out such duties as reasonably requested by the Headmaster, Deputy Headmasters, Assistant Headmaster or Head of Faculty.
- To cover for absent colleagues when requested to do so.
- To give written reports on the progress of students at mid-year, end of year or at any other time, as requested by the Headmaster, Deputy Headmasters or Assistant Headmaster.
- To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents' Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook, and to support College policies as approved
- To support the daily life of Salesian College.

The job description will be reviewed at the end of each academic year or earlier, if necessary. It may be amended at any time after consultation.