



Teacher of Modern Foreign Languages (MFL)

Candidate Information Pack
2021/2022

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description: Teacher of MFL

- Purpose:** To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development and wellbeing.
- Responsible to:** Head of Department
- Working conditions:** These will be as specified in the latest [School Teachers Pay and Conditions Document \(STPCD\)](#) The post holder will continue to meet and build upon, as appropriate:
- The National Standards for ECT as laid down by the Department for Education, relating to:
 - a) Professional values and practice
 - b) Teaching
 - c) Knowledge and understanding
 - The Induction Standards
 - The Threshold Standards

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our Child Protection Policy.
3. To implement and embrace all school policies;
4. To implement the school's Curriculum & Teaching & Learning Policies by:
 - Collaboratively planning the MFL curriculum;
 - Ensuring the National Curriculum is followed;
 - Delivering the MFL curriculum plans, including setting homework and implementing the assessment procedures;
 - Marking work, assessing, recording, tracking and reporting student progress, using data to monitor the impact of the curriculum;
 - Providing a stimulating learning environment;
 - Having due regard for maintaining health and safety and security in the areas s/he uses;
 - Being a member of a pastoral team and, as required, a form tutor, carrying out the associated responsibilities.
5. To assist with the effective operation of subject and year teams both individually and with others by:
 - Contributing to team, monitoring, evaluation and review (MER) to continuously improve;
 - Being a member of a School Improvement Group (SIG);
 - Taking part in other professional development activities;
 - Attending meetings.

OTHER SPECIFIC DUTIES

6. To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above.
7. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
<ul style="list-style-type: none"> Good Honours degree in relevant subject QTS 	✓		Application
Evidence of professional development	✓		Application and interview
Experience			
Experience of excellent teaching of French and Spanish across the ability range at KS3 & KS4	✓	Teaching at KS5	Application, references and interview
Evidence of being able to personalise learning	✓		Application, references and interview
Use of data to monitor and raise achievement	✓		Application, references and interview
Evidence of consistent use of Assessment for Learning (AFL) techniques	✓		Application, references and interview
Involvement in Departmental development	✓		Application, references and interview
Involvement in extracurricular activity	✓		Application, references and interview
Skills			
Up to date Health and Safety knowledge	✓		Application, references and interview
Positive behaviour management skills	✓		Application, references and interview
Excellent communication and interpersonal skills	✓		Application, references and interview
Strong ICT competence and the ability to use ICT to enhance learning including Logic and Sibelius	✓		Application, references and interview
Problem solving skills	✓		Application, references and interview
Organisational skills/ability to meet deadlines	✓		
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview

Commitment to equal opportunities	✓		Application, references and interview
Ability to inspire and enthuse	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexibility	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview