

# TEACHER OF MFL (Maternity Leave)

Required May 2023



Penwortham Girls'  
High School

## SUMMARY

<b>Job Title</b>	<b>Teacher of MFL Maternity Leave</b>
<b>Reporting to</b>	Head of MFL
<b>Start Date</b>	May 2023
<b>Salary Grade</b>	Classroom Teacher's Pay Scale
<b>Closing Date</b>	12 noon on Tues 28 <sup>th</sup> March
<b>Interview Date</b>	To be confirmed
<b>Type of School</b>	Secondary (Community)
<b>Age Range</b>	11 - 16
<b>Location</b>	Penwortham, Preston
<b>Denomination</b>	Non - selective
<b>Number of pupils</b>	793
<b>Co-educational</b>	No



**pghs**Success  
Since 1954

## Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.



Articulate

Questioning

Tolerant

Independent

## Information Pack

### General Information

The Governors wish to appoint an excellent classroom practitioner to join our MFL Department to cover a maternity leave. The successful applicant will be joining a department that has a robust track record of achieving strong GCSE results and will be expected to actively contribute towards even greater successes in the future

This post is suitable for a well-qualified, enthusiastic and passionate teacher of MFL, including NQTs.

Penwortham Girls' High School is a popular, oversubscribed school, graded as outstanding in every category in its 2014/15 Ofsted inspection. Ofsted recognised the "culture geared towards success and excellence in achievement throughout the school."

The inspectors commented on the "consistently high quality of teaching" whilst noting that "staff are as concerned for students' personal well-being as they are about their academic success."

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks in accordance with KCSIE 2022.

**The closing date is 12 noon on Tuesday 28<sup>th</sup> March 2023**



## TEACHER OF MFL

The person appointed will:

- ❖ Have experience of teaching MFL at Key Stage 3 and 4.
- ❖ Be an excellent classroom practitioner with a proven record of success at all levels.
- ❖ Be committed to high standards and able to excite and motivate pupils.
- ❖ Be organised, positive, with the ability to prioritise and work to deadlines.
- ❖ Have the necessary personal and interpersonal skills to be an innovative team member.
- ❖ Have enthusiasm, drive, initiative and imagination.
- ❖ Be determined and ambitious but sensitive to the needs of others.
- ❖ Be supportive of single sex education.
- ❖ Have a good attendance and punctuality record.
- ❖ Be smart, articulate and presentable.
- ❖ Be committed to promoting cross-curricular links including communication and SMSC.
- ❖ Have a sound and thorough knowledge of the recent developments and changes in MFL including the new GCSE specification.
- ❖ Be proficient in the use of ICT to enhance the teaching and learning of MFL.
- ❖ Be able to teach MFL for understanding and develop pupils' speaking, listening, writing and reading skills.
- ❖ Be committed to supporting the department in extra-curricular activities.

*“Senior leaders and governors, led by the headteacher, have established a culture of ambition and high expectations, along with a desire for continuous improvement.”*  
(Ofsted)

**pgHSuccess**  
Since 1954

*“Teachers have very high expectations of all students, and this has produced a culture geared towards success and excellence in achievement throughout the school.”*  
(Ofsted)



*Students are very courteous, considerate and polite to each other and to adults. There is an established culture of positive relationships and respect for others, which students adopt readily.”*  
(Ofsted)

*Fulfilling every girl's potential is our common purpose. We achieve this through outstanding teaching and learning, providing a supportive environment where girls can flourish.*



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our pupils are fully equipped for the future. However, equally important are the qualities we instil in the pupils. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

## **OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future.**

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect and this is expected in return. Most importantly, we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

### **MFL Department**

The Modern Foreign Languages Department is a well-resourced, forward thinking and positive department with excellent GCSE results in both German and French. In 2022 100% of our students in French achieved grades 4-9 and 86% of our students achieved grades 4-9 in German. We are an experienced team who work collaboratively together to provide our students with a first-class experience of life in Germany and France.

There are currently four members of our team with three classrooms. We pride ourselves here that we prepare all our students to be excellent linguists with a deep understanding of not just the language but also the culture of that country. Our

lessons are interactive and fun and we engage using interactive resources with Active Learn and develop lots of opportunities for curiosity and involvement. Students have access to language magazines, films in French and German and books to help further reading skills and enable students to enjoy the culture and language further. We also have access to a set of laptops and ipads to further enhance the learning experience.

Year 7 students enjoy two hours per week of German for the whole year. In Year 8 students are given the opportunity to enjoy a second language which is French and therefore study 2 languages through to the end of Year 9 and can then opt for either language or both at GCSE. We have a vast range of resources for students at KS3 to learn a language and these give students the opportunity to extend their knowledge of the language and to explore and research the cultural aspect of the country. Stimmt and Dynamo online resources for German and French and textbooks are used to enhance our learning and pupils are encouraged to download a range of apps to access at home such as Quizlet and Blooket to supplement our learning in school.

We have a large take up of students at KS4 to study a language and currently have over 70% of our students studying MFL at KS4. Students enjoy five hours per fortnight of their chosen language and we follow the Edexcel full course. In French we follow the Studio course and in German we follow the Stimmt course with a set of textbooks available for each alongside the Active Teach resources.

There are many opportunities to further their love of languages in our extra curricular activities such as the weekly German and French film club, various clubs throughout the French and German calendar to celebrate their cultural events, Year 7 National spelling Bee competition, National translation bee, the European Day of Languages celebrations, the great MFL bake off, Blooket club and various other events throughout the year.

**The postholder will be primarily teaching German. This post is expected to be till May 2024.** If you would like to discuss any aspect of the post please contact Mrs Kelly Gill (Head of Department) on 01772 743399 or [k.gill@penworthamgirls.lancs.sch.uk](mailto:k.gill@penworthamgirls.lancs.sch.uk)

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

All applications should be returned by 12 noon on Tuesday 28<sup>th</sup> March and addressed to:

**MFL Teacher Application (Maternity)  
C/O Business Manager  
Penwortham Girls' High School  
Cop Lane, Penwortham  
Preston, PR1 0SR**

Due to limited resources, it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.



*Pupil progress is dependent upon good teaching and learning delivered by professional, committed and knowledgeable staff who have a clear understanding of the teaching and learning processes and the importance of CPD to maintain this expertise.*

<b>Job Title</b>	Teacher of MFL
<b>Department</b>	<b>MFL</b>
<b>Grade</b>	Classroom Teacher’s Pay Scale
<b>Line Management</b>	Responsible to the Headteacher. Responsible to the Head of Department. Responsible to the Raising Achievement Coordinator when part of a pastoral team.
<b>Main Aims</b>	Sustain and improve the quality of education offered to students. To promote and support the ethos of the school. To promote an environment conducive to learning. To ensure continued professional development.
<b>Liaison</b>	Liaising with the Headteacher, Leadership Team, Raising Achievement Coordinators, the SENCO teachers and support staff, LEA representatives, external agencies and parents/guardians.
<b>Disclosure Level</b>	Enhanced

**RESPONSIBILITIES**

- Under the reasonable direction of the Headteacher to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area or areas as timetabled.
- To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- To provide and encourage a positive learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

## **TEACHING AND LEARNING**

- To teach classes in one or more specialist subjects within a departmental team, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of teaching styles appropriate to student needs to engage, enthuse and challenge.
- To plan, prepare and teach lessons in specific subject area(s) according to students' educational needs.
- To create a stimulating working environment by providing and maintaining displays celebrating student achievement.
- To create an ordered atmosphere in which learning can take place in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To boost the self-esteem of all students by rewarding and encouraging achievement.
- To promote the general progress of all students and to give guidance and support where necessary.
- To assist the Head of Department in providing a variety of enhancement activities.

## **ASSESSMENT, REPORTING, RECORDING**

- To assess work set in accordance with school and departmental policies.
- To record and report on the attendance, progress, development and attainment of students in accordance with school and departmental policies and to keep records as required.
- To provide or contribute to oral, written assessments, reports and references relating to individual students and groups of students.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To maintain appropriate records and provide relevant, accurate and up to date information for the Management Information Systems, registers etc.
- To complete relevant documentation to assist in the tracking of students accurately.
- To track student progress using the information provided to inform teaching and learning.
- To make recommendations for pupil movement between sets and groups as appropriate.

### **CURRICULUM DEVELOPMENT**

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's aims and reflects the Curriculum and Behaviour for Learning Policy.
- To contribute to the production and maintenance of teaching materials.
- To contribute to whole school initiatives and/or cross curricular themes and dimensions as a member of a departmental team or as an individual.
- To contribute to the monitoring, review and development of the programmes of study.

### **STAFFING**

- To continue personal development in the relevant areas including subject knowledge, teaching methods and classroom management.
- To take part in Staff Development days and courses and disseminate good practice.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team(s) to contribute positively to effective working relations in the school.
- To assist the Head of Department in the ITE and NQT Induction Programme where appropriate.

### **COMMUNICATION AND LIAISON**

- To attend meetings related to the work of the department.
- To communicate effectively with parents of students as appropriate.
- Where required, to communicate and co-operate with persons or agencies outside school.
- To follow agreed policies for communication in school and adhere to policies regarding confidentiality.
- To take part in liaison activities such as parent consultations, review days and curriculum information evenings.
- To contribute to the development of effective subject(s) links with external agencies.

### **RESOURCES**

- To contribute to the process of ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of these resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.



## **STUDENT WELL BEING AND PERSONAL DEVELOPMENT**

- To contribute to the Social, Moral, Spiritual and Cultural development of the students.
- To be a form tutor and where appropriate teach within the Life Skills Programme.
- To ensure the general progress and the social and emotional welfare of students within the teaching or form group and within the school.
- Liaise with the Raising Achievement Coordinator Senior Leadership Team to implement the school's Pastoral Policy.
- To register students, accompany them to assemblies and encourage their full attendance at all lessons and their participation in other aspects of school 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 progress files and reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations how these may be resolved.
- To communicate as appropriate with the parents of students and with other staff or agencies concerned with the welfare of individual students in line with the procedures in school.
- To contribute to Life Skills Programme as required.
- To apply the school behaviour policy so that effective learning can take place and thus contribute to the maintenance of an ordered atmosphere.
- To support and work in accordance with the current policies relating to student welfare: Anti-Bullying, Pastoral Policy, Racist Behaviour, Child Protection, Behaviour Policy as set out in the Staff Handbook.
- To attend pastoral team meetings and contribute to the development and maintenance of the Pastoral Policy.
- To work in partnership with the students and their parents to maintain progress academic, social and emotional.
- To attend Parents' Consultation Evenings and Open Evenings.

## **SCHOOL ETHOS**

- To be a member of a school duty team.
- To supervise school detention when required.
- To ensure the health and safety of students and all members of the school.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's aims.
- To maintain the good name of the school.
- To be punctual and professional in manner and appearance.
- To work actively to ensure a good working relationship between colleagues.
- Any other duties that the Head may reasonably require from time to time.

**GENERAL**

The job description is current but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.