



February 2011

Teacher of Modern Foreign Languages: French and Spanish

Dear Applicant

Thank you for requesting details for one of the two posts of **Teacher of Modern Foreign Languages: French and Spanish** at Churchill Community College. These are one year fixed term contracts beginning September 2011.

During the last few years we have undergone significant change in the College, which has been carefully managed to extend opportunities for students and improve standards. Our recent OfSTED Inspection in 2011 judged us to be a **Good** school with **Outstanding** features. The report said that **'Churchill Community College is a good and improving school where there is a strong shared belief in the entitlement of all students to succeed. A typical comment made by parents, 'I truly believe the child is at the centre of everything for the school, celebrating every success no matter how small' sums up their views well. Outstanding care, guidance and support and students' good attitudes to learning are helping to improve achievement and raise aspirations. Teachers benefit from an extensive programme of support and professional development which encourages them to try new ideas and share expertise. As a result teaching is good and students progress well.'** Churchill is a dynamic place to work with many opportunities available for staff and students. Please read more about our inspection and the ethos of the College by accessing our website at www.churchillcommunitycollege.org or at the Ofsted website - www.ofsted.gov.uk.

We continually seek improvement in standards and achievement. The College's GCSE results in Summer 2010 were 91% 5+A*-C grades, and 54% 5+ A*-C grades including English and Maths. We expect to improve on these results this year.

We are looking for two enthusiastic, dedicated and talented teachers of Modern Foreign Languages – to teach both French and Spanish. We want to appoint teachers interested in developing students' love of languages through creative, engaging teaching and learning. Our aim is to have more students opting for and achieving success in MFL at KS4 and 5, and this will be achieved through them achieving success at and enjoying KS3. In return we will invest significantly in you through our induction programme, supportive structures and ongoing CPD.

I enclose a copy of our Mission Statement, which is underpinned by our Vision and Values document. I also enclose a copy of our Communication Statement, which demonstrates how open we are. You will also find a copy of the job description, person specification, departmental details and a brochure from this term of our weekly CPD programme. I am also happy to enclose a copy of our OFSTED report from January 2011 which has validated our hard work and the direction of the College.

Please read the enclosed information carefully and decide if Churchill Community College is the place you want to develop your career and help us make a significant difference to the lives of young people. Our staff are dedicated, very hard-working and believe that what we do is vital to improving the life-chances of the young people we work with. I expect that commitment from all staff.

The closing date is 10th March 2011 and I look forward to receiving your completed application form and a letter of application (this should not exceed two sides of A4) which will outline how your skills and experiences make you the best person for this post. A CV is not required. Please indicate any other subject you might be able to teach.

An outline of the interview process and any presentation or task details will be sent to candidates who are short-listed. In the interest of economy those candidates that are not short-listed will not receive notification and should assume that they have not been successful in this instance. Please also note we do not pay expenses for candidates asked to interview.

Thank you for investing the time in our College.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D. Baldwin'. The signature is written in a cursive style with a large initial 'D'.

David Baldwin
Headteacher

Job Specification

Post Title:	TEACHER
Post Number:	
Purpose:	<ul style="list-style-type: none"> • To safeguard and promote the welfare of young people. • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) 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 the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth. • To contribute to the delivery of the key outcomes of Every Child Matters: stay safe; be healthy, enjoy and achieve; economic well-being; make a positive contribution.
Reporting to:	Curriculum Leader
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Leadership Team, teaching/support staff, Governors, LEA personnel, external agencies and parents.
Working Time:	In accordance with the School Teachers' Pay and Conditions Document.
Salary/Grade:	Main Scale
Disclosure level	Enhanced

Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere. • To ensure the Additional Educational Needs of all students are catered for. • To ensure that ICT, Literacy, Numeracy, PSHCE, enterprise education, work related learning and school subject specialism(s) are reflected in teaching/ learning experience of students. • To undertake a designated programme of teaching, • 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 delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
Pastoral System:	<ul style="list-style-type: none"> • To be a form tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with a Lead Learning Coordinator/ Learning Coordinator to ensure the implementation of the College's Pastoral System. • To register students, remain with students in assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life. • To contribute to and deliver the College's tutorial programme. • 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 other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies, outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to PSHCE and enterprise education according to College policy. • To apply the behaviour management systems so that effective learning can take place.
Operational & Strategic Planning:	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department. • To contribute to the Curriculum Area and department's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole College's planning activities. • To promote and participate, where appropriate, in the College's provision for initial teacher training. • To participate in and contribute to meetings as outlined in the annual meetings schedule.
Curriculum Provision:	<ul style="list-style-type: none"> • To assist the Curriculum leader, the appropriate AHT, to ensure that the curriculum area provides a range of teaching which complements the College's strategic objectives.

Curriculum Development:	<ul style="list-style-type: none"> To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.
Staff Recruitment, Deployment and CPD:	<ul style="list-style-type: none"> To contribute to the recruitment, induction and professional development of other staff as appropriate. To take part in the College's staff development programme by participating in the arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management process in accordance with the Performance Management Policy. To ensure the effective/efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the College.
Quality Assurance:	<ul style="list-style-type: none"> To help implement College quality procedures and to adhere to those. To contribute to the process of College Self Review in line with agreed College procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. To take part, as may be required, in the review, development and management of activities, relating to the curriculum, organisation, and pastoral functions of the College.
Assessment:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date, information for the management information system (MIS), registers etc To complete the relevant documentation to assist the tracking of students. To track student progress and use information to inform teaching and learning. To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required. To provide, or contribute to, oral and 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 College procedures. To mark, grade and give written, verbal and diagnostic feedback as required.
Communications:	<ul style="list-style-type: none"> To communicate effectively with students. To communicate effectively with parents of students as appropriate. Where appropriate, to communicate and co-operate with persons or bodies outside the College. To follow agreed policies for communications in the College. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Target Setting Meetings and liaison events with partner institutions. To contribute to the development of effective subject links with external agencies.

Management of Resources:

- ◆ To contribute to the process of the ordering and allocation of equipment and materials.
- ◆ To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- ◆ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and the students.

Other Specific Duties:

- To support the College in meeting its legal requirements for worship.
- To promote actively the College's corporate policies.
- To continue own personal development as agreed.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate, including in relation to visits off-site.
- To undertake supervisory duties as outlined in the annual schedule.
- To organise for appropriate work to be done by students for known absences from duty.
- To undertake any other duty specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed..... Date:

Signed (Headeacher): Date:

CHURCHILL COMMUNITY COLLEGE COMMUNICATION STATEMENT 2010/2011

“Churchill Community College will flourish with an open door communication policy. To achieve this we need to be honest with one another, consistent with the messages we give, listen effectively and keep all promises made. It is everyone’s responsibility to communicate. We all play a vital role in ensuring that people understand, learn and move forward. If in doubt it is everyone’s responsibility to speak out.”

To Achieve This

- * We all must play our part in the communication process**
- * We must speak out when we don’t understand**

CHURCHILL COMMUNITY COLLEGE MISSION STATEMENT 2010/2011

“Churchill Community College is dedicated to providing within its resources a learning environment where everyone can flourish through the support of each other.”

Our Values

Continuous Learning

By providing a safe, secure learning environment which is flexible to meet diverse needs of everyone

Equality for everyone

Giving everyone the opportunity to reach their full potential

Investing in everyone

Investing in everyone to enable them to achieve their full potential

Achieving the best

Setting challenging but achievable targets to focus everyone's efforts on attaining their potential

CHURCHILL COMMUNITY COLLEGE PRIORITIES 2010/2011

Teaching and learning

To ensure all lessons are at least good

Curriculum

To ensure the curriculum meets the individual needs of students

Pastoral/rewards

To ensure good behaviour to support good progress

Information, advice and guidance (IAG)

To empower all students to take responsibility for their own career pathway

Progress

To ensure tracking and intervention support good progress

CHURCHILL COMMUNITY COLLEGE VISION & VALUES 2010/2011

OUR VISION IS TO MAXIMISE THE ACHIEVEMENT OF EVERYONE

We have developed a vision that is transformational and will allow us to really “change the way we do things around here”. We need to transform our learning model and question what we do, even if we currently do it well. The new vision is entered on our core purpose of helping everyone achieve the best they can. The new values are designed to recognise the things that matter most to us and help us encourage and recognise staff, students, governors and parents.

VISION

- * **To** Maximise the achievement of everyone
- * **Through** Highly motivated and effective staff
- * **And the** Active involvement with parents and the community
- * **And** Motivated, safe and successful students

VALUES

EXPECT
Excellence

REQUIRE
Commitment &
Respect

ACHIEVE THROUGH
Communication
Teamwork
Innovation
Community &
Recognition

EXPECT

Excellence

To achieve excellence in all aspects of our work. This includes adding significant value to all students as well as helping all students to reach high standards. Using our Sports College Status to support good academic progress, leadership qualities and healthy lifestyles.

REQUIRE

Commitment

We will always work to see things through to the end. The success of our young people is paramount and we will seek to find solutions in all situations.

Respect

Everyone acting as a good role model, respecting the talents and achievements of others

ACHIEVE THIS THROUGH

Communication

It is the responsibility of everyone connected to this College to ensure there is open, timely and highly effective communication designed to support good progress. The College is committed to exploring the most appropriate means available to communicate our work and success

Teamwork

People working together to deliver and support learning. Students working with staff and each other to enhance their own and others learning. Parents who work closely with their young person and the College to support good progress

Innovation

Prepared to take calculated risks to develop individuals and the organisation. Using ICT to support good progress. Our work will be at the leading edge of development with an attitude that we embrace change and we utilise it for our own future success

Community

We are a community resource able to recognise and serve the needs of our local community to raise aspirations. We are part of a regional, national and international community preparing our students to be part of the global community

Recognition

A culture where people recognise the achievements of others and celebrate them through praise and reward structure