

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Girls' High School
Department:	Modern Foreign Languages
Post:	Teacher of Arabic
Grade:	9 (or MPS for QTS)
Accountable to:	Head of Department
Responsible for:	N/A
Purpose of Job	
<p>The Higher Level Teaching Assistant (HLTA) or Teacher of Arabic will work under the supervision of the Head of Department regarding all matters relating to the learning support of a designated student(s) or groups, particularly within the Arabic subject.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Make an effective contribution to the management and learning of individual, small group and class groups of young people. • Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. • Provide literacy support to young people including; reading, phonics and support with dyslexia. • Plan from the teachers framework and to implement a range of purposeful learning activities. • Support the Head of Department in monitoring and evaluating young peoples' progress and achievements using a range of assessments as agreed. • Cover teachers' planning, preparation and assessment time by teaching the class specific subjects, as agreed with the Head of Department. • Support by covering classes, in the short term, for teacher absences. • Assess the needs of young people and use detailed knowledge and specialist skills to support young peoples' learning. • Consistently support young people whilst recognising and responding to their individual needs. • Encourage young people to interact and work cooperatively with others and engage all young people in activities. 	

- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to young people in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources.
- With an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons as appropriate.
- Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within an established positive behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Teacher of Arabic	Grade: 9 (or MPS)
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Level 4 Higher Level Teaching Assistant (HLTA) qualification or equivalent experience	Essential	Certificates
Minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English.	Essential	Certificates
Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role	Essential	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce complex documentation.	Application Form/ Selection Process
Good developed IT skills.	Application Form
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, students, parents/carers and members of the public.	Application Form/ Selection Process
Makes an active contribution to working flexibly with colleagues within and across the teams and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school.	Application Form/ Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Application Form/ Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Application Form/ Selection Process

Recognises the importance of continued professional development and identifies training needs.	Application Form/ Selection Process
Resilient and able to work under pressure.	Application Form/ Selection Process