



RECRUITMENT PACK

TEACHER OF MODERN FOREIGN LANGUAGES (MFL)

Closing Date: 12 noon, Monday 6th January 2025





**11-18 Mixed, ethnically diverse, Outstanding Academy
1250 on roll (+ 350 in Sixth Form)
One of Brent's most over-subscribed schools**

**TEACHER OF MODERN FOREIGN LANGUAGES (MFL)
(Inner London Allowance)**

We are looking for an enthusiastic and well qualified Teacher of MFL with the ability to teach in ANY of the following subjects: Spanish, German or French across all Key Stages. The position is available starting from either April 2025 or September 2025.

The successful applicant will have the academic, teaching and administrative capabilities expected of staff at this prestigious school. The successful candidate will have the opportunity to join the Claremont network with access to a range of benefits - such as continuous professional development with great career progression opportunities; we pride ourselves on valuing our staff - our teachers enjoy working here.

Applications from newly qualified and well experienced Teacher of MFL will be welcomed. Details of the MFL Department in terms of teaching staff, syllabi and resources can be found on the school website under Curriculum and MFL.

To apply please refer to:-

[Claremont High School, Claremont Avenue, Kenton, Harrow | Teaching Jobs & Education Jobs | MyNewTerm](#)

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JOB DESCRIPTION

TITLE OF POST: TEACHER - Inner London Allowance

Responsible to: Director of Teaching and Learning
 Head of Department
 Pupil Progress Managers

Responsibilities:

- To plan, deliver and assess appropriate lessons which ensure that the potential of all students is fulfilled.
- To continue positively and accept delegation, with department colleagues, to the production, implementation and evaluation of department Schemes of Work and resources.
- To encourage students by regular marking, advising constructively by using targets and giving appropriate praise.
- To be aware individual students' needs, whether they are academic or social, and liaise with Support Staff when necessary.
- To perform the role of Form Tutor
- To monitor assessment through use of data and target setting, and to maintain records of assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate.
- To ensure quality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.
- To follow the ethos of the school and the department by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues in meetings and through lesson observations.
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To remain familiar with national and local initiatives within the subject area and focus on own professional development to the benefit of students.
- To be responsible for the formation and implementation of whole school policies and attend meetings and Parents' Consultation Evenings schedule in the school calendar.

GENERAL TEACHER SPECIFICATION

Qualification Criteria

- Qualified to degree level and above in the relevant subject.
- Qualified to teach in the UK, PCGE, or similar.

Experience

- Teachers of all levels of experience including ECTs are welcome to apply for general teacher posts.

Teaching and Learning

- Excellent classroom practitioner (whose lessons are rated as good or above consistently).
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Has good communication, planning and organisational skills.
- Demonstrates resilience, motivation and commitment to driving standards of achievement.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Has a passion for teaching.
- Results orientated.
- Relentless drive to do whatever it takes to ensure all students succeed.
- The courage and conviction to make a difference.

Communication skills

- The ability to listen and communicate effectively to influence and motivate others
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and group problem solving.
- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons's/he is responsible for or comes into contact with.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.

EXPECTATIONS OF A CLASSROOM TEACHER

- To teach to the syllabus prescribed by the Head of Department, using the scheme of work drawn up for the department and to prepare pupils for tests and examinations, using revision programmes, past examination papers etc. as appropriate.
- To plan and prepare work as appropriate.
- To maintain records of work covered for each set taught.
- To set prep on a regular basis, following the School's prep timetable in the Lower School and according to the Head of Department's guidelines in the Sixth Form.
- To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
- To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Pupil Progress Manager.
- To provide a written report on each pupil at half term and at the end of each term (full reports).
- To keep classrooms, laboratories and equipment used in good order and to report any damage/faults, etc. to the appropriate person (usually the Head of Department).
- To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in field trips or exchange visits. Covering classes for absent colleagues as direct by the Head of Department or Assistant Headteacher.
- In the case of absence, to notify the Head of Department and the Deputy Head and to set work for classes needing to be covered whenever possible.
- To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
- To keep abreast of developments in his/her subject area and to support the department's contribution to the relevant targets of the School Development Plan by attending appropriate INSET and other courses.