

## Vacancy Details

### Teacher of French

**MPS/UPS**

**Part Time 0.4/0.5 - 1-year fixed term**

**Required for September 2025.**

**Closing Date: 21<sup>st</sup> May 2025**

**Early applications are encouraged and will be considered on receipt**



Do you want to work in a school where behaviour is exceptional and you are able to teach as the expert in the room? Do you want to teach in a school where staff are valued, supported and developed? Will you be an excellent teacher and a member of staff that colleagues can rely on? Will you put our students and their futures first?

#### **Reasons to join the Ridgeway team**

1. **Small school, BIG family** – Our people, students and staff, and the relationships that they have with each other are the biggest reason for our incredible success. We value every person and every role and support our staff to fulfil their roles and in their professional development. You will be part of a cohesive and caring community, be proud of your school and have a sense of belonging.
2. **The most improved school in the country** – You will be joining an ambitious, talented and positive team of leaders and staff who are determined to make the school, themselves and our students the very best that they can be.
3. **Exceptional Behaviour** – Students at Ridgeway behave impeccably and are polite and respectful. We believe that the teacher is the expert in the room and that students should have a thirst for learning. Our strong routines, silent corridors and centralised behaviour systems improve well-being for all.
4. **Staff well-being** – Recent survey results show that 100% of staff are happy at Ridgeway and would recommend working at this school to another colleague. We remove unnecessary tasks and have reduced data and administrative tasks.
5. **Professional Development** – All staff receive an excellent induction and consistent continual support and CPD. You will work alongside exceptional colleagues and receive support and coaching. You will also be part of a strong MAT where individual talents are nurtured and there are opportunities for collaboration and career growth. This is a school and trust in which you can build an exceptional career.

Ridgeway Secondary School is a great school, a place where the very best staff want to work with amazing students in a supportive environment. We are proud to have been officially recognised as **“the most improved school in the country”** for progress in 2024. However, our journey does not stop there and we are committed to provide the best educational experience for our students and be the very best that we can be. Read our 2021 Ofsted report and then come and visit us. You will see for yourself, the incredible progress that we have made in such a short space of time and the amazing learning and working environment that we have created.

**Applications are welcomed from ECTs and experienced teachers.**

You will have the highest expectations, knowledge, skills and commitment to teaching and learning and will help build and shape an outstanding French curriculum and extra-curricular offer that makes a positive difference to our students. You will have integrity, be ambitious, tenacious, caring, driven

and a team player. The role will be challenging and exciting, and you will be supported by senior leaders and the wider trust with opportunities for progression as both the school and trust grow.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Matthew Ball, Headteacher. Further information, including job description, person specification and application form, are available from the school website [www.ridgewaysecondary.org.uk](http://www.ridgewaysecondary.org.uk), alternatively please email [slt@rss.shiresmat.org.uk](mailto:slt@rss.shiresmat.org.uk)

Ridgeway is an equal opportunities employer, and all appointments are subject to appropriate checks for child protection and safety. Applications should be made via the Ridgeway application form addressed to Mrs H Rea – PA to SLT.

**Appointment will be subject to references and an Enhanced DBS check in line with school safeguarding policy.**

## **Job Description**

### **JOB DESCRIPTION – Teacher of French**

**Title of Post: Teacher of French (PT 0.4/0.5) 1-year fixed term**

**Salary Scale: MPS/UPS**

**Responsible to: Head of MFL**

#### **General responsibilities and duties:**

- To carry out the professional duties as reasonably requested by the Headteacher.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal professional standards for the specific pay phase and takes responsibility for personal professional development.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.
- To promote and safeguard the welfare of all students at Ridgeway Secondary School.

#### **Teaching:**

- To incorporate the science of learning in teaching.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- 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 ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the 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 school's procedures and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
- 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.

#### **Operational/strategic planning:**

- 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 school's planning activities.

#### **Curriculum provision:**

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

**Curriculum development:**

- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and strategic objectives.

**Staffing:**

- To take part in the school's staff development programme by participating in 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 Review process.
- To ensure effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within school.

**Quality assurance:**

- To help implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school 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 school.

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up to date information for SIMs, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

**Communications & liaison:**

- To communicate effectively with parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- 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 the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To ensure that a designated teacher area is kept in good order with high quality displays of curriculum information and students work.

**Pastoral system:**

- To be a Form Tutor to an assigned group of students.

- To promote the general progress and wellbeing of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, 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 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 school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy.
- To apply Behaviour Management systems so that effective learning can take place.

**Commitment to Safeguarding Children:**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
  - Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
  - Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
  - Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
  - Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
  - Ensuring the safety of all students in the school learning environment both indoor and outdoor.
  - It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

**School Ethos:**

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy.
- To comply with the school's Code of Conduct for employees.

**Equalities:**

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

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

**Signatures:**

The school will endeavour to make any necessary reasonable adjustments to the job and 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 below 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. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

### Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed .....  
 (Issued by - Headteacher)

Signed .....  
 (Received by – staff member)

Dated .....

Dated .....

### Teacher of French: Person Specification

Qualifications and Experience	Essential	Desirable
Qualified Teacher Status (or equivalent)	✓	
Degree or relevant qualification	✓	
Evidence of commitment to continuing professional development	✓	
Relevant experience of employment or placement in Education	✓	
Use ICT effectively and creatively to enhance learning	✓	
Experience of data entry and extraction i.e. student data	✓	
Involvement in and organisation of wider school activities, including extra-curricular activities	✓	
Knowledge of recent initiatives and issues in education	✓	
Knowledge and Skills	Essential	Desirable
Ability to teach different languages across the age and ability range	✓	
Knowledge of effective teaching, learning and assessment methods	✓	
An understanding and ability to set realistic and challenging targets and be able to assess and review progress	✓	
The ability to promote good progress and outcomes for students	✓	
Ability to communicate effectively with students, colleagues and parents/carers	✓	
Demonstrable ability to problem solve and focus on identifying and acting on solutions	✓	
Demonstrate the ability to prioritise	✓	
The ability to manage behaviour effectively	✓	
The ability to work within school-based systems and specified timelines	✓	
Personal Qualities	Essential	Desirable
Excellent interpersonal skills	✓	
Ability to be discrete and understand professional boundaries	✓	
Display calmness under pressure and have a sense of humour	✓	
Ability to communicate clearly orally and in writing	✓	
Confident, polite and friendly manner	✓	

Good organisational and time management skills	✓	
A passion for teaching and learning and the ability to inspire students	✓	
Ability to be reflective and self-critical	✓	
The ability to meet deadlines	✓	
Ability to embrace innovation and change	✓	
Ability and willingness to contribute to whole school improvement programmes	✓	
Able to follow direction and work in collaboration with all staff and leaders	✓	
Drive, adaptability and resilience	✓	
Enthusiastic and committed to support others beyond the school day	✓	
A forward-thinking approach	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Enhanced DBS Disclosure	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Appropriate level of safeguarding training	✓	