



**North East  
Learning Trust**

**Teacher of MFL**  
**The Academy at Shotton Hall**  
Applicant information pack

# Teacher of MFL (French)

**Permanent**  
**Required September 2025**  
**1.0 FTE**  
**MPS/UPS**  
**(TLR will be considered for the right candidate)**

**Inspire a love of languages – join our vibrant MFL department.**

The Academy at Shotton is seeking a talented and enthusiastic Teacher of MFL(French) to join our dedicated Modern Foreign Languages team. This is an excellent opportunity for a **qualified teacher** or a **newly qualified ECT** to develop their career in a supportive and ambitious school

The Academy at Shotton Hall truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

## **We will offer you:**

- National Terms and Conditions of Employment
- Access to Teachers' Pension (for Teachers)
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal
- A well-established and supportive MFL department
- A comprehensive ECT induction programme with mentoring and CPD

## **The successful candidate will:**

- Holds Qualified Teacher Status (QTS) or is on track to achieve this (ECTs welcome)
- Have experience of teaching in a subject area.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

**Deadline: Friday 16<sup>th</sup> May 2025 at noon**

Interviews taking place week commencing WC 19<sup>th</sup> May 2025



### **How to apply:**

Application packs can be downloaded from our website.

Application forms should be returned to [Rebecca.elliott@shottonhallacademy.co.uk](mailto:Rebecca.elliott@shottonhallacademy.co.uk) or by post to Rebecca Elliott, Support Services Manager, The Academy at Shotton Hall, PPassfield Way, Peterlee, Co Durham, SR8 1AU. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



# Job description

<b>Post title:</b>	Teacher of MFL (French)
<b>Responsible to:</b>	Head of Department/Vice Principal
<b>Responsible for:</b>	Supporting the Teaching and Learning of Students
<b>Salary Band:</b>	Main Pay Scale / Upper Pay Scale

## Job Purpose:

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

You will be required to teach French to students across the age and ability range within the North East Learning Trust. You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

## Duties and responsibilities:

- To plan and deliver lessons effectively to meet the varied and special educational needs of students and to maintain appropriate records of teaching.
- To mark and assess the work of students in accordance with school and departmental policies and to maintain appropriate records of student attainment and progress.
- To set and mark homework in accordance with school policy.
- To manage behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour policy and to ensure that students complete school planners.
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate the achievement of students using school systems to praise and reward.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate.
- To participate in professional development and Performance Management reviews in line with school policy.

## Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students.
- To keep up to date with developments and initiatives in the subject area.

## Professional development and raising awareness

- To be an active member of the school's teaching staff.
- To work with relevant staff to identify and address the needs of students.
- To plan differentiated material to support all students at Key Stages.
- To participate proactively in professional development initiatives.

## Curriculum and extra-curricular provision



- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources.
- To contribute to the creation, planning and organisation of extra-curricular activities to promote the subject and enhance students' learning.

### **Sharing information**

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as necessary.

### **Support and monitoring**

- To mark and record students' work in line with departmental and school policies.
- To assess in line with departmental and school policies the ability of individual students; and to transfer that assessment information to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' evenings.
- To prepare and conduct assessments of students' learning, as and when required, and submit data regarding students' progress into the school management information system.
- To liaise with others involved in supporting students' learning.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To foster good relationships and liaison with parents/carers.

### **Pastoral**

- To be a Form Tutor for an assigned group of students and to carry out related duties.
- To support students' social and emotional needs.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To participate in general supervisory duties in accordance with published duty rotas.
- To attend assemblies as required.
- To promote and safeguard the welfare of students.

### **Management of information**

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

### **Communication**

- To ensure effective communication/consultation as appropriate with the parents/carers of students.

### **General**

- To carry out duties as appropriate to the position of a classroom teacher within school.
- To carry out duties as appropriate to the position of a pastoral tutor.
- Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



## Person Specification

### Teacher of MFL

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (ECTs are welcome)</li> <li>• First degree or equivalent in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recent and relevant Continual Professional Development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Recent and successful teaching experience in the relevant subject area at both KS3 and KS4</li> <li>• Proven ability to plan and deliver successful and inspiring lessons in the relevant subject area</li> <li>• Proven track record of delivering excellent outcomes for students at all abilities</li> <li>• A commitment to extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of exam success at KS4</li> <li>• Recent and successful teaching experience at KS5/Advanced level</li> <li>• Experience of organising and participating in extracurricular activities</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work under pressure</li> <li>• Ability to motivate and inspire students</li> <li>• Excellent classroom teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to adapt teaching to recognise new and emerging technologies</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Reliable and conscientious</li> <li>• Desire and ability to learn new skills</li> <li>• High expectations of all students</li> <li>• Caring and supportive</li> <li>• Enthusiastic team player</li> <li>• Organise, plan and prioritise effectively</li> </ul>	

#### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

#### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.