



## TEACHER OF LANGUAGES (FRENCH)

**Permanent and Part time with an FTE 0.3913 (9 hours per week contact time)**

**Required to start 1 September 2024**

We are seeking to appoint a **Teacher of Languages (French)** to join our **Modern Foreign Languages Department. This is a permanent and part time position with an FTE of 0.3913 (9 hours of contact time per week).**

We are one of the top-performing colleges in the country, situated in the cosmopolitan seaside city of Brighton & Hove. Working here offers the combination of both a wonderful place to work and a great city in which to live. Our students and staff are aspirational and hard-working – which is perhaps why 96% of employees would “recommend BHASVIC as a good place to work” and many of our students go on to Higher Education.

We are seeking to appoint an enthusiastic and well organised teacher to contribute to this successful and thriving College. In return you will join a vibrant college community which is an open, friendly, and supportive. As a college, we are ambitious for our students, and we are seeking to appoint staff who can bring the right blend of flexibility, commitment, energy, and vision. We welcome applications from teachers with ideas, enthusiasm, and a strong teaching ability, who can work within the diverse demands of the department whilst maintaining its recognised strengths and attributes.

### **Pensions, Pay and Safeguarding**

The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. **The current full-time salary range for qualified teachers is £30,500 to £47,133 per annum (depending upon experience). This will be pro-rata based on your FTE.**

All teachers at BHASVIC automatically become members of the Teachers’ Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers’ Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary and your employer pays a further 23.68%. Once you have started your job at BHASVIC you have the option to opt out of the teachers’ pension scheme. If you wish to opt out, you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

### **The Languages Department**

Languages are very well established at BHASVIC and popular with students. The Department is currently composed of a full-time Head of Department; one further teacher of French, three teachers of Spanish and one teacher of German, all on substantial part-time contracts; a team of part-time Language Assistants and a Language Skills Coordinator.

We offer A levels in French, Spanish and German, along with portfolio (enrichment) courses in beginners’ French, Spanish and German. A range of trips and exchanges to France, Spain and Germany are also offered, along with other enrichment opportunities such as a Language Film Club. GCSE Modern Foreign Languages provision within the city secondary schools is on the increase and the successful candidate will be part of a forward-thinking department. The ethos of the team is highly cooperative, and we strive to provide stimulating, innovative, lessons and resources focussing on creating a love of learning and a passion for languages and culture.



## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

**Please complete Parts 1 and 2 of the job application which can be found on our website. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

## PART 2

**Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

### Your personal statement should:

- Outline how your knowledge, experience and skills meet criteria **2, 3, 5, 6, 8 and 9** in the Person specification.
- **Use the numbered criteria as headings when writing your statement.** Candidates will be short-listed on the person specification criteria alone. It is very important that your application is in the format requested.
- **Should be no longer than 2 sides of A4.**

The deadline for receipt of applications is **9am Tuesday 7 May 2024**

Interviews will take place on **Thursday 16 May 2024**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

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

(March 2024)



## **JOB DESCRIPTION**

**Post title:** Teacher of French

**Responsible to:** Head of Languages

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### **Specific duties**

#### **Teaching**

- plan, prepare and deliver an agreed teaching commitment
- set and mark student work
- assess, record and report on progress and attainment of students

#### **Guidance and support of students**

- promote the progress and well-being of individuals and groups of students
- provide educational and careers guidance and advice to students, keeping relevant records
- communicate and consult with parents (and other external agencies)
- attend meetings as required to fulfil above duties

#### **Assessment and reports**

- provide/contribute to oral and written assessments, reports and references

#### **Appraisal and staff development**

- participate in the College's formal appraisal/ performance management arrangements
- review your professional practice and participate in further training for professional development

#### **Discipline, health & safety**

- maintain good order and discipline for students both on-site and in supervised off-site activity
- secure student safeguarding (both on and off premises)

#### **Staff meetings**

- Participate in meetings at the College for curriculum, administration or guidance purposes

#### **Cover**

- Supervise, and so far as practicable, teach any students whose teacher is not available to teach them (following contractual guidelines outlined in the Red Book)

#### **Public examinations**

- prepare students for public examinations, including any relevant internal assessment and moderation

#### **Leadership and management**

- coordinate or manage the work of other staff
- review, develop and manage activities relating to the curriculum
- where appropriate, contribute to the appointment and professional development of other teachers (including new and probationary teachers and support staff)

#### **Administration**

- participate in all relevant administration and organisational tasks
- register student attendance
  
- fulfil any other reasonable duties as designated by the Principal

**Below is the full statement from the Red Book:**



## Cover

- *Supervise, and so far as practicable, teach any students whose teacher is not available to teach them with the proviso that no teacher shall be required to provide such cover:*
  - (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days;*
  - (b) or where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced unless,*
    - (i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher')*
    - (ii) or the college has exhausted all reasonable means of providing a supply teacher to provide cover without success,*
    - (iii) or she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at college.*

(March 2024)



## PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes. **Please ONLY address the criteria 2, 3, 5, 6, 8 and 9 (highlighted in yellow) in your personal statement. Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

**Your personal statement should not be longer than 2 sides of A4, 10-point font size.**

### QUALIFICATIONS

1. Qualified at degree level in the taught or a related subject, and in possession of Qualified Teacher or Qualified Teacher Learning and Skills status (QTS or QTLS).

### KNOWLEDGE

2. Up-to-date knowledge at Advanced Level 3 within the taught, or a closely related, subject.
3. An excellent understanding of contemporary teaching, learning and assessment practice.

### EXPERIENCE<sup>1</sup>

4. Recent experience of delivering the qualification required, or a closely related qualification.
5. Experience of addressing individual student needs, both inside and outside the classroom.
6. Experience of being an effective team member.

### SKILLS

7. Ability to deliver a high standard of teaching, learning and assessment.
8. Ability to evaluate your own performance, self-reflect and develop professionally.
9. Excellent interpersonal and communication skills and the ability to work effectively with all stakeholders.
10. Ability to use (or learn to use) contemporary digital learning technology and platforms.
11. Ability to help students develop their literacy, numeracy, digital and employability skills.

### PERSONAL QUALITIES AND PROFESSIONAL CONDUCT

12. High professional standards, showing regard for the ethos, policies and practices of BHASVIC, and of the contractual frameworks which set out professional duties and responsibilities.
13. An understanding of statutory safeguarding responsibilities.
14. An understanding of and commitment to equality, diversity and inclusion.

### ADDITIONAL DESIRABLE CRITERIA

15. Experience of pastoral/guidance/tutorial work with Year 12/13 students.
16. Commitment to offering students extra-curricular/enrichment opportunities.
17. An ability to teach another language offered by the department, particularly German.

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<sup>1</sup> The experience expected of an NQT applicant is that which might reasonably be gained on a PGCE or equivalent course