



POOLE
GRAMMAR
SCHOOL

INFORMATION PACK

TEACHER OF MFL

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POOLE
GRAMMAR
SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132

www.poolegrammar.com

Headteacher: Mrs K Etheridge



JOB DESCRIPTION

For: MFL Teacher
Start date: 1st September 2026
Salary: MPS/UPS
Full time - 0.6FTE

In this role, the post holder will be responsible to the Head of Department.

This role is specific to the post of **MFL Teacher** at Poole Grammar School.

Further details about the school can be found on the school website: www.poolegrammar.com.

The responsibilities of the post holder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide with the school's safeguarding policy;
- fully abide with the staff code of conduct and any applicable health & safety, cyber-security and risk management policies.

Curriculum, assessment & examinations

The post holder must:

- deliver a challenging curriculum for key stage 3, key stage 4 (GCSE) and key stage 5 (AS and A Level) that builds upon the school's values of compassion, integrity, respect and wisdom, with using the department's common schemes of work;
- effectively support students in their classes with special educational needs and disabilities, English as an additional language students and Pupil Premium students so that they can fully access the curriculum;
- effectively support the most able students in their classes;
- contribute to the extra-curricular offer provided by the department;
- ensure that the school's feedback and marking policy is applied fully;
- ensure that the school's homework policy is applied fully;
- mark and moderate any scheduled internal assessments to deadline;
- where applicable, non-examined assessments are effectively delivered, marked and moderated in line with examination board requirements and deadlines;
- feedback to parents / carers through written reports and consultation evenings is effective.

Teaching, learning & staff development

The post holder must:

- fully implement the school's teaching and learning strategy and literacy and reading strategy within their lessons;
- contribute to the sharing of best practice in teaching and learning on a regular basis;
- fully implement the school's professional development policy by engaging in regular continuing professional development activities focused on subject knowledge (what to teach) and subject pedagogical knowledge (how to teach it).

Performance management

The post holder must:

- abide by the school's appraisal policy and meet any applicable deadlines;
- abide by the school's capability policy, dignity at work policy and disciplinary policy.

Behaviour management & student support

The post holder must:

- ensure that the school's behavioural management policy is implemented fully, fairly and consistently within their lessons with respect to both rewards and sanctions.

Responsible to: the Head of Department

This list is not exhaustive and all teachers are expected to fulfil any reasonable request made by the Headteacher or a member of the senior leadership team deputising for the Headteacher.

These duties and responsibilities may be altered from time to time by the Headteacher, or their designated deputy, in order to meet the changing needs of the school and the interests of the member of staff.



PERSON SPECIFICATION



Experience

- Exemplary classroom practitioner as evidenced by student progress rates.
- Ability to teach French up to KS4 and Spanish to KS3.
- A good awareness of assessment, curriculum and teaching & learning issues related to the subject.
- Experience of successfully meeting the needs of vulnerable students (eg, EAL, PP and SEND students).
- Experience of pastoral work in a school setting (eg, being a form tutor).

Qualifications

- A good degree in an appropriate subject.
- Qualified Teacher Status (QTS).

Continuing professional development

- Up-to-date subject knowledge and skills reflecting the demands of current KS4 and KS5 specifications.
- A range of relevant recent courses undertaken, including safeguarding courses.

Skills

An ability to:

- establish constructive working relationships with staff, students, parents/carers and governors;
- address underperformance of both students in an effective and timely way;
- motivate and encourage participation in the subject both inside and outside the classroom;
- be an effective communicator with good interpersonal skills;
- work effectively as part of a team, but also to be able to work effectively independently;
- use ICT effectively;
- manage time effectively to meet deadlines;
- know when to seek help and advice.

Personal attributes and qualities

- Confidence, tenacity, flexibility and adaptability.
- Empathy for students, parents/carers, staff and the wider community.
- Enthusiasm, energy and commitment.
- A sense of humour and can-do attitude.
- The ability to embody the school values of compassion, integrity, respect and wisdom.



APPLICATION PROCEDURE

What you need to do

Please visit www.poolegrammar.com and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form can be requested by emailing our HR Department.

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR Department pgshrdept@poolegrammar.com

Dates

Closing date for applications: **17th May 2026**

Interview date: week commencing **18th May 2026**

We encourage early applications and reserve the right to interview early, for the right candidate.

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.

A full ECT induction process is available from a very experienced department which is committed to teacher training at all levels.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
May 2026