

Job Description

Job Title:	Teacher of Arabic
Department:	Additional Foreign Languages (AFL)
Accountable to:	Head of AFL
Number of direct reports:	n/a
Budgetary responsibility:	n/a
Location:	Stowe School
Purpose of the role:	To offer Arabic as an Additional Foreign Language option in order to prepare students for the GCSE and A level examinations.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our

best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

The Department

The Additional Foreign Languages (AFL) Department offers pupils the opportunity to take an additional GCSE and/or A Level in their native / semi-native language. The department currently offers Mandarin, Japanese, Russian and Italian at both GCSE and A Level. The majority of AFL lessons are taught outside the pupils' timetables, mostly during the afternoon.

The AFL Department is part of the Languages Faculty, a large and thriving faculty at Stowe which believes that in our increasingly international society, knowledge of a foreign language is a vital and valuable skill both in life and in business. We aim to make pupils proficient in the use of at least one language and aim not only at linguistic competence but also endeavour to promote understanding and appreciation of the target culture.

Key Tasks:

1 Teaching

- 1.1 To provide professional high-quality teaching, with the effective use of appropriate resources and the highest standards of learning and achievement of all pupils.
- 1.2 The teacher must be familiar with the EDEXCEL Arabic syllabus for GCSE and A level, and must be able to prepare students, where applicable, for these examinations.
- 1.3 To conduct and complete the administration for EDEXCEL speaking exams at GCSE and A level where required.
- 1.4 To enable pupils to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subject taught.
- 1.5 To foster in pupils the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves.
- 1.6 To create well-planned lessons and deliver through effective and appropriate teaching methods, activities and management of class time.
- 1.7 To show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are taken into account in lesson planning.
- 1.8 To utilise effective strategies for managing behaviour and encouraging pupils to act responsibly.
- 1.9 To teach according to the educational needs of the pupils assigned to them, including the setting and marking of work to be carried out by the pupils in class, prep and elsewhere.
- 1.10 To assess, record and report on pupils' development, progress and attainment.

1.11 To work with, and under the instruction and guidance of, the Head of the Department(s) to which the teacher is assigned, in the preparation and development of courses of study, teaching materials, teaching programmes.

1.12 To contribute to the development of schemes of work, and to be aware of the latest thinking in both subject and the national curriculum.

2 Assessments and reports

2.1 To provide or contribute to oral and written assessments, reports and references relating to individual pupils and small groups of pupils.

3 Review and Professional Development

3.1 To keep abreast of developments in their subject(s) and its teaching methods in order to maintain a high level of professional competence, checking exam board websites regularly for specification updates.

4 Discipline, Health and Safety

4.1 To maintain good order and discipline among pupils and safeguarding their health and safety both on the school premises within the framework of the Health and Safety Policy documents.

4.2 To adhere to and manage all appropriate Health & Safety legislation, risk assessments and Child Protection training issues related to the Department.

4.3 To promote the aims of the school at all times with staff, parents, pupils and the public.

5 Public Examinations

5.1 To participate in arrangements for preparing pupils for public examinations and assess pupils for the purposes of such examinations.

5.2 To conduct and record speaking assessments.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> An Honours degree (or equivalent) in the relevant subject(s) 	<ul style="list-style-type: none"> Postgraduate Certificate in Education
Specialist Skills and Experience	<ul style="list-style-type: none"> An ability to motivate, enthuse and influence A commitment to safeguard and promote the welfare of children 	<ul style="list-style-type: none"> Experience of classroom teaching Willingness to occasionally teach online

Personal Qualities	<ul style="list-style-type: none"> Flexibility: Arabic lessons will predominantly take place in activity and clinic time (3:15-6:45pm) Excellent organisational skills 	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: 09/05/24</p>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of XXXX we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5

Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5