

# STEWART'S MELVILLE COLLEGE



## PART-TIME TEACHER OF MODERN LANGUAGES JOB DESCRIPTION

### **Purpose of the Job**

The Part-Time (job share) Teacher of Modern Languages will be able to teach French and German up to Advanced Higher.

### **Accountability**

The Teacher of Modern Languages will be accountable directly to Head of Department at Stewart's Melville College.

### **Job Share**

This a job share post, which can be either 0.2 or 0.4 FTE depending on applicants' situation and suitability.

### **Key Responsibilities**

#### **Vision and Values**

- Promotion of ESMS values and role modelling behaviours associated with them.

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Taking responsibility for personal development, both personally and for all members of the school community.

#### **Community**

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other schools to promote effective initiatives and share good practice.

### **Teaching and Learning**

- Leading a culture of challenge and support to allow every student to be the best they can
- Teach 0.2 or 0.4 FTE hours per week.

### **Extra-Curricular Activities**

The post holder is expected to:

- Play a full and active part in the extra-curricular life of the school

### **Key Relationships**

The post holder works closely with the Head of Department at Stewart's Melville College, the teachers in the department and other colleagues across the schools.

### **Development of Self and Empowerment of others**

- Nurtures professional interpersonal relationships with staff and students

### **Personal Qualities**

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity.

### **Professional Review and Development**

The post holder will undertake continuing professional development and keep up-to-date with current HR practice. The Teacher of Modern Languages will also take part in the annual PRD process.

Last updated: 12/09/2024

Date of next review:



## Person Specification

### Teacher of Modern Languages

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>		Familiarity with Scottish Qualifications (SQA N5, Higher and Advanced Higher)
<b>Education/Qualifications</b>	<p>General Teaching Council for Scotland (GTCS) registered, or eligible for registration</p> <p>Recognised teaching qualification</p> <p>Subject specific degree level qualification</p>	Further qualifications to support involvement in the extra-curricular programme
<b>Skills/ Abilities/ Capabilities</b>	<p>Excellence as a practitioner</p> <p>Ability to multi-task and prioritise</p> <p>Attention to detail</p> <p>Independent, self-motivated and organised, with an ability to collaborate with colleagues across the wider school community</p>	
<b>Personal Attributes</b>	<p>A motivating presence in the classroom</p> <p>Commitment to nurturing of young people</p> <p>A role-model for young people</p> <p>A friendly, approachable, dependable team-player</p> <p>People focused</p> <p>Determination to maintain high standards and expectations</p>	



## Post Information

### REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>Position</b>	This is a permanent, part-time position, available as part of a job share, commencing as soon as possible (subject to satisfactory pre-employment checks).
<b>Hours</b>	This position is available for either 0.2 or 0.42 FTE, depending on the suitable candidate's availability.
<b>Salary</b>	Remuneration will be on the ESMS A scale and will be £6,901 to £19,990 and is dependent on qualifications, experience and working hours.
<b>Location</b>	The postholder will work at Stewart's Melville College on the Queensferry Road site.
<b>Pension</b>	All teachers are automatically enrolled into the Scottish Teachers' Pension Scheme
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.