

# TORQUAY GIRLS' GRAMMAR SCHOOL



<b>Name:</b>	-
<b>Job Description:</b>	- Teacher of MFL
<b>Salary Range:</b>	- MPS/UPS
<b>Responsible to:</b>	- Head of MFL
<b>Job Purpose:</b>	- A subject teacher is responsible for the teaching of MFL, ensuring that each pupil is positively encouraged to develop their potential to the full.

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## GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here as directed by the Headteacher. The responsibilities below are subject to the general duties and responsibilities contained within the current teacher pay and condition document and the conditions of employment.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

### Curriculum:

- a) To work with the Head of Department as a member of the team to deliver the curriculum through effective teaching, professional vision and knowledge.
- b) To contribute to the planning of the development of the Department and its Development Plan within the framework of the school's Development Plan.
- c) To contribute to maintaining and developing schemes of work, within the framework of the National Curriculum and examination boards.
- d) To contribute to the identification and planning for SEN provision within the classes taught in co-operation with the SEN co-ordinator.
- e) To maintain sound discipline within the school's agreed procedures.
- f) To contribute to the monitoring of the quality of teaching and learning within the Department.
- g) To undertake assessment in accordance with departmental and school policies and to keep appropriate records and write reports for those classes taught.
- h) To ensure that Health and Safety procedures are followed effectively and consistently.
- i) To review their own work and examination performance.
- j) To ensure that their teaching room(s) present a stimulating environment.

### Staff

- a) To supervise the work of support staff where appropriate.

### Communications and Meetings

- a) To attend and contribute to appropriate meetings of the departmental team and of the school.
- b) To liaise with parents where appropriate so as to contribute to a clear understanding of the Department's work and the progress of those taught.

### **Additional Specific Responsibilities**

- a) To be a tutor to an assigned tutor group and to carry out related duties.
- b) To support with the running of lunch time clubs and contribute to appropriate trips/visits.

### **General Duties**

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.

Signed: ..... Date: .....