

JOB DESCRIPTION

Job Title: Teacher- Modern Foreign Languages (Spanish with French)
(MFL)

Responsible to: HOF MFL

Important Functional Internal Relationships:

Headteacher, Chair of Governors, all teaching and support staff, Site team, pupils

Important External Relationships:

The public, LA officers, parents, visitors

The MFL teacher will be expected to perform the following duties within the current regulations of service as published in the School Teachers Pay and Conditions Document.

To work to the Headteacher through the Head of MFL.

1 Curriculum

- 1.1 To plan and prepare lessons thoroughly according to the school guidelines on teacher planners and philosophies of the Curriculum Area.
- 1.2 To teach students according to the educational needs in line with school policy and departmental teaching schemes.
- 1.3 To mark students' work on a regular basis according to curriculum area policy and school marking guidelines.
- 1.4 To play an active part of a team so as to contribute to the further development of teaching schemes within the curriculum area.
- 1.5 To assess and maintain accurate records of individual students according to the school's assessment, recording and reporting policy.
- 1.6 To contribute to the further development of appropriate assessment strategies and procedures for evaluations.
- 1.7 To implement and contribute to the development of policies and resources.
- 1.8 To set homework according to the agreed timetables for each year group.
- 1.9 To promote the highest possible academic standards and set high expectations for students.

2 Resources

- 2.1 To be responsible for the care and retention of resources when they are being used by students.
- 2.2 To be directly responsible for setting useful work when absent from lessons.
- 2.3 To be responsible for maintaining the fabric of the classroom environment according to curriculum area policy.
- 2.4 To enable students to produce display work and ensure that such displays are regularly changed in order to provide a stimulating and challenging working environment.

3 Communication

- 3.1 To maintain close contact with appropriate line managers.
- 3.2 To attend relevant school meetings whenever they are called.
- 3.3 To be responsible for communication with parents, according to school policy, the progress made by the students in their care.
- 3.4 To advise and tutor pupils in order to maintain sound personal relationships and encourage high expectations and standards of learning.

3.5 To read and implement the guidance in the 'School Administration Handbook' and 'School Policy File'.

4 Pastoral Welfare

4.1 To accept full responsibility for the behaviour of pupils in your charge and implement the school policy on the 'Positive Management of Pupils' Behaviour'.

4.2 To praise pupils; achievement by ensuring that merits and commendations are regularly awarded.

4.3 To liaise with tutors and Heads of Department and seek support, where appropriate, according to the school referral policy.

4.4 To oversee the welfare and care of pupils in your classes in order to promote a happy, safe and relaxed learning environment.

4.5 To set an exemplary role model for pupils.

4.6 To be a tutor, if required, and oversee both the personal, social and academic development of your tutor group liaising with the PSO and HOY as appropriate.

5 Professional Development

5.1 To engage in the induction programme for new staff and newly qualified teachers.

5.2 To keep up to date by reading about the subject/area of expertise; sharing new knowledge with colleagues; attending courses; and liaising and learning from other teachers.

5.3 To be appraised and seek to improve your performance both professionally and personally.

6 Life of School

6.1 To be willing to contribute to extra-curricular activities by extending curriculum opportunities eg subject clubs, revision classes etc and/or enhancing the curriculum eg coaching teams, organising sports events, chess club, information technology club, school productions etc.

6.2 To promote the mission, vision and values of the school at all times.

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