



Teacher of Modern Foreign Languages

Job Description & Person Specification

April 2024

Responsible to: Head of MFL

Teacher of Modern Foreign Languages

Purpose of the role:

To deliver first-class teaching and learning so all our students leave with the knowledge and skills to thrive and make a positive impact on society.

Teaching and Learning Responsibilities

- In accordance with programmes of study, plan and deliver high quality lessons which are appropriate to the age and ability of the students to facilitate progression across KS3, KS4 and KS5 (if appropriate).
- Contribute to the development of the curriculum and support the collective work of the Department.
- Facilitate the exceptional progress of individuals and groups of students by ensuring individual needs are planned for and met.
- To help plan and take part in extra-curricular activities to enhance the learning of students in the Department.
- To monitor, record and report on the progress and achievement of students in line with department, school, and national policies.
- Ensure effective use of formative and summative assessment to inform planning and interventions.
- Provide feedback to students that moves learning forward.
- Create a positive learning environment and make effective use of available resources.
- Ensure homework is set and monitored according to department policy.
- Act as a form tutor to a group of students, offer pastoral support, deliver the agreed tutor programme and PSHE programme (if required).

General Duties and Responsibilities

- Make an active contribution to implementing the policies and aspirations of the school and Trust.
- To care for the teaching areas and resources used in the school and ensure attention to Health and Safety requirements
- Set and maintain high expectations for student behaviour through consistent use of the behaviour policy both in school and when participating in authorised school activities elsewhere.
- Attend meetings/training/events and carry out administrative tasks as specified in the school calendar.
- Communicate with and report to parents when required.
- Set a good example to students, in terms of appropriate dress, standards of punctuality and attendance.
- Fulfil allocated duties within a duty rota.
- Engage fully with the school and Trust professional development offer to fulfil personal potential and contribute to the implementation of the school's goals and improvement plan.
- Report any safeguarding concerns immediately in accordance with Trust processes.

This job description is neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

Teacher of Modern Foreign Languages

Person Specification

Qualifications	Essential	Desirable
Educated to degree level	✓	
Holds Qualified Teacher Status	✓	
Evidence of further study		✓
Experience		
Teaching experience in Key Stages 3 and 4	✓	
Teaching experience in Key Stage 5		✓
Experience of using ICT in the teaching of your subject		✓
Experience of planning, designing, implementing and evaluating schemes of work		✓
Experience as a form tutor		✓
Professional Knowledge and Skills		
Excellent subject knowledge	✓	
Understanding and experience of implementing positive and effective behaviour management strategies to create a positive climate for learning	✓	
Exceptional understanding of elements of effective teaching and can evidence where they have secured good progress of students		✓
Understanding of how students learn		✓
Able to effectively use formative and summative assessment to inform planning and interventions		✓
Experience of working with students with SEND/ EAL and ability to secure good progress for these students		✓
Demonstrates knowledge and understanding of safeguarding and child protection issues and procedures, including both statutory requirements and best practice	✓	
Knowledge and understanding of the curriculum and assessment requirements at KS3 and KS4	✓	
Skilled in assessing, recording and reporting on the development, progress and attainment of pupils against targets		✓
Personal Qualities		
Committed to supporting and working with others as part of a team	✓	
Demonstrates passion and enthusiasm for driving improvements to maximise students' life chances	✓	

High level of communication skills both orally and in writing	✓	
Committed to delivering an inclusive learning experience for all pupils and overcoming barriers to learning and achievement	✓	
Ability to manage own work load effectively and respond swiftly to tight dead lines	✓	
Demonstrates excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Personal resilience, persistence and perseverance	✓	
Committed to own continual professional development	✓	
Aware of and committed to equal opportunities	✓	
Committed to the Mowbray Education Trust values and aims	✓	
Other		
Understands and actively promotes the benefits of diversity within the Trust	✓	
Is fluent in the use of the English language	✓	

Mowbray Education Trust ~ Children first