



## Job Description and Person Specification

---

<b>Job title</b>	Modern Foreign Languages Teacher (Mainly French & some Spanish)
<b>Contract type</b>	Part time (24 hours per week – 3 days), Permanent
<b>Reporting to</b>	Director of Studies
<b>Weeks per year</b>	36
<b>To commence</b>	September 2026

# Job Description

## Purpose of the Role

The MFL Teacher will be responsible for delivering an engaging, age-appropriate and enriching language learning experience for pupils aged 3 to 11. The role is central to introducing languages at an early age and fostering curiosity, confidence and enjoyment in language learning, while building strong foundations in listening, speaking, reading and writing.

The post holder will promote a love of languages and cultural awareness, ensuring progression across the Pre-Prep and Prep stages and contributing positively to the wider life and ethos of the school.

---

## Key Responsibilities

### Teaching and Learning

- Plan and deliver high-quality language lessons for pupils from Nursery to Year 6. Mainly French with some Spanish.
- Ensure all lessons have clear plans, aims and objectives
- To devise and implement schemes of work and plans for teaching French and Spanish to facilitate progression in reading, writing, understanding and oral skills
- Introduce and teach languages creatively, using a wide variety of stimuli for learning including music and drama
- To use appropriate methods to record the children's progress and make these available to the Director of Studies each term
- To maintain high levels of pupil attainment and achievement and monitor progress.
- Create an inclusive and stimulating learning environment for all age groups
- To deliver lessons that engage, stimulate and educate the children appropriately at each stage of their development
- Produce written pupil reports when requested.
- To attend parents' evenings, staff meetings and staff training sessions as appropriate.
- To carry out duties such as playground supervision on a pro rata basis.
- To plan and lead an annual one-week residential trip abroad with the Year 6 pupils.
- To carry out all other teaching and duties as the Head may reasonably direct

## Curriculum Development

- Embed both languages across-curricular links
  - To enhance lessons with information about French and Spanish culture and to encourage an enthusiasm for both the languages and the countries.
  - Lead language days, events and assemblies
  - To keep abreast of new developments and published schemes for teaching primary French and Spanish and to make good use of own materials
- 

## General Responsibilities

- Contribute fully to the wider life of the school, including clubs, trips (day and residential), assemblies and whole-school events.
  - Uphold all school policies, safeguarding procedures and professional standards.
  - Build strong relationships with parents, communicate progress and support engagement in children's learning.
  - Participate actively in staff meetings, INSET days and continuing professional development.
  - Undertake any other reasonable duties as requested by the Headteacher.
  - To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
  - To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
  - To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- 

## Safeguarding

The school is committed to safeguarding and promoting the welfare of children. The health, safety and well-being of all our pupils are of paramount importance to all the staff at Kew College Prep. We are committed to providing an environment in which children feel welcomed, safe, valued and respected. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities. We expect all our employees to mirror and demonstrate this commitment.

To ensure that we comply with our Safeguarding commitment and responsibility, the school will undertake all necessary vetting checks, pre and post interviews, including an enhanced DBS check, internet checks, teaching prohibition checks, references, right to work in the UK and medical fitness.

## Person Specification

Criteria to be assessed by:

AF - Application form, AFQ = Application form question, I = Interview, PE – Practical Exercise, LO – Lesson Observation

		Essential	Desirable	Assessed by
	<b>Qualifications &amp; Training</b>			
1	Qualified Teacher Status (QTS)	X		AF
2	Degree-level qualification in French or Spanish	X		AF
3	Safeguarding Level 2		X	AF
4	Prevent		X	AF
5	Paediatric First Aid		X	AF
	<b>Professional Knowledge &amp; Understanding</b>			
6	Good knowledge of the KS1 & 2 curriculums, assessment frameworks, and progression	X		AFQ / I
7	Knowledge of safeguarding procedures and commitment to pupil welfare	X		I
8	Awareness of how to use data to inform planning, track progress, and improve outcomes	X		AFQ
	<b>Experience</b>			

9	Experience of teaching within the primary independent sector		X	AF
10	Experience planning and delivering high-quality, engaging lessons	X		I
11	Experience supporting extra-curricular or enrichment activities		X	AFQ
12	Experience working collaboratively with parents, carers, and external agencies		X	I
	<b>Skills &amp; Abilities</b>			
13	Ability to inspire, motivate, and engage children of varying abilities	X		PE
14	To be able to differentiate pupil learning needs and use the best strategies to support these	X		PE / I
15	Strong classroom management skills and the ability to create a positive learning environment	X		PE
16	To be able to speak, write and teach both French and Spanish to a high standard	X		AFQ, PE & I
17	Highly competent use of ICT to support planning, teaching, and assessment	X		PE
18	Excellent communication and interpersonal skills with pupils, staff, and parents	X		I
19	Ability to work collaboratively as part of a team and contribute to the wider life of the school	X		AFQ
	<b>Personal Qualities (non-competency based)</b>			

20	A positive, reflective, and resilient approach to teaching	X		
21	High expectations for all children and a belief in every child's potential to succeed	X		
22	Warmth, empathy, and the ability to build strong, respectful relationships with children, parents and colleagues	X		
23	Professional integrity, reliability, and a strong work ethic	X		