

Job Description

Job Title: Teacher of Modern Languages – French and Spanish
Grade / Salary: MPG/ UPS

Main Objectives

- To support the Headteacher in implementing the School Improvement Plan.
- To address the needs of children who need help to overcome barriers in learning both inside and outside of school, in order to help them achieve their full potential

Curriculum

- To teach French in Key Stage 3, Key Stage 4 and Key Stage 5
- To teach Spanish in Key Stage 3 and Key Stage 4
- To keep abreast of specification and curriculum changes in Modern Languages and other education initiatives
- To prepare and deliver the taught curriculum in accordance with the exam board specifications and the timetable
- To contribute to the development of teaching schemes, methods and resources
- To stimulate interest in Modern Languages in the widest sense including being involved in extra-curricular and cross-curricular activities
- To promote the aims of the Modern Languages Department

Assessment

- To differentiate the teaching, target setting and assessment of students in accordance with their abilities and / or the level of the set
- To prepare and mark class work and home work for students
- To carry out assessment and recording procedures as specified by internal and statutory requirements
- To meet the needs of students on the SEN register in line with SEN Code of Practice / school policy
- Build Assessment for Learning (AFL) into Schemes of Work

Communications

- To fulfil the aims of the school and work towards maintaining its ethos
- To participate in relevant directed time meetings and Parents' Evening
- To meet statutory and school policy requirements
- To cover lessons for absent colleagues when required
- To write UCAS references for Y13 Modern Language students
- To liaise with outside agencies to maintain and improve standards in the provision of languages

Resources

- To maintain an appropriate learning environment in any assigned teaching room
- To use and develop ICT as a tool to enhance the teaching and learning of Modern Languages
- To be responsible for resources used in lessons, including equipment, worksheets and text books
- To produce resources to enhance or supplement text books, within a team committed to sharing good practice
- To comply with Health and Safety procedures

Professional Development

- To be committed to furthering your own professional development and participating in Performance Management and in-service training as necessary to optimise your performance as a teacher

Administration

- To carry out department team routines as specified in the handbooks and mindful of the importance of teamwork
- To be responsible for carrying out designated school duties

Pastoral

- To participate fully in a Year group tutor team, and undertake the role of a tutor as required in the whole school tutoring programme
- To be concerned with the welfare of pupils in your care
- To contribute to extended and extra-curricular opportunities for pupils

February 2026

Signed.....

Dated.....