

THE POST: PART-TIME TEACHER OF MFL

JOB SPECIFICATION

SALARY: MPR/UPR

RESPONSIBLE TO: Head of MFL

RESPONSIBILITIES: Your responsibilities are those laid down in the current Schoolteachers' Pay and Conditions document and include the following key elements:

TEACHING

1. To plan, prepare and teach courses and lessons in line with school and departmental policy.
2. To teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by them in school and elsewhere.
3. To assess, record and report on pupils' development, progress and attainment.

OTHER ACTIVITIES

4. To promote the general progress and well-being of pupils and provide guidance and advice
5. To make records of and reports on the personal and social needs of pupils
6. To communicate and consult with parents of pupils.
7. To communicate and co-operate with outside bodies
8. To participate in meetings arranged for any of the purposes described above

ASSESSMENTS AND REPORTS

9. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

APPRAISAL

10. To participate in the school's Performance Management Programme.

REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT

11. To review from time to time your methods of teaching and programmes of work
12. To participate in arrangements for further training and professional development, including training intended to meet needs identified in appraisal objectives or in appraisal statements.
13. In the case of a newly qualified teacher, to participate in arrangements for your induction period.
14. To engage constructively with professional development
15. To evaluate your performance and be prepared to adapt and improve your practice in the light of feedback and professional development.

EDUCATIONAL METHODS

16. To advise and co-operate with the Headteacher and other colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

DISCIPLINE, HEALTH AND SAFETY

17. To maintain good order and discipline and safeguard health and safety, both on the school premises and when engaged in authorised school activities elsewhere.

STAFF MEETINGS

18. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

COVER

19. To provide cover for absent teachers, subject to the provisions of the Workforce Agreement, and so far as is practicable to teach any pupils whose teacher is not available to teach them.

EXTERNAL EXAMINATIONS

20. To participate in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting, such examinations

MANAGEMENT

21. To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods

22. To assist the Headteacher in carrying out threshold assessments of other teachers for whom you have management responsibility
23. To co-ordinate or manage the work of other staff
24. To participate in development planning and take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

ADMINISTRATION

25. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of support staff
26. To attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed during or after school sessions
27. In addition, to undertake such other duties as may be reasonably required of you from time to time by the Headteacher, or Deputy Headteacher, up to a level commensurate with the principal responsibilities of your job.

The School Teachers' Pay and Conditions Document from which these key responsibilities are taken is available for inspection at the school.

THE POST: TEACHER OF MFL

PERSON SPECIFICATION

This post is suitable for newly qualified or more experienced teachers who have a strong academic background. The successful candidate will be required to demonstrate most or all of the following characteristics:

Achievements

1. A good honours degree or equivalent in a Modern Foreign Language.
2. Qualified Teacher Status.

Experience/Knowledge

3. The capability to teach languages throughout the school, in particular Spanish and French.
4. Experience of forging links within the wider community, such as primary schools or local industry.
5. An understanding of the National Curriculum requirements for the teaching of modern foreign languages.
6. An awareness of the way in which languages influence the whole school curriculum.
7. Competence and confidence in the use of ICT as a tool for learning.
8. An awareness and knowledge of the issues surrounding the safeguarding of children.

Personal Qualities

9. An enthusiasm for teaching and an interest in learning strategies.
10. An interest in the development of young people and their needs.
11. Sound communication and organisational skills.
12. The ability to form good relationships with staff and students.
13. Drive, energy and 'teacher warmth'.
14. A commitment to the importance of the work of the form tutor.
15. A commitment to high standards in personal work.
16. A commitment to continued professional development.
17. The ability to work under pressure and to meet deadlines.

18. A record of good health and attendance.
19. Smart personal appearance.
20. A willingness to support and promote the ethos and standards of the school.
21. A sense of humour.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours, and
- Attitudes to use of authority and maintaining discipline.