



Job Description – Teacher of MFL

Post Title:	Teacher of MFL
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher and Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment and progress To share and support the school's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Head Teacher, Deputies, AHT's, teaching/support staff, external agencies and parents.
Working Time:	195 days per year.
Salary/Grade:	Main Scale
MAIN (CORE) DUTIES	
Operational and Strategic Planning	<ul style="list-style-type: none"> To assist or lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in MFL To contribute to the department's improvement plan and its implementation. To plan and prepare courses and lessons. To ensure that all work undertaken fully reflects the School's ethos To use data on pupil performance to inform target setting, identify underachieving pupils, implement targeted intervention and monitor the progress. To support the school monitoring procedures. To support the review of teaching strategies and programmes of work. To attend all department, staff and strand meetings
Teaching and Learning	<ul style="list-style-type: none"> To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students To undertake a designated programme of teaching. To ensure a high quality learning experience for all students that will stimulate learning appropriate to student needs. To prepare and update subject materials. To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.

Staff Development:	<ul style="list-style-type: none"> • To take part in the school's continued professional development programme by participating in arrangements for further training and development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective and efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Efficient and effective deployment of resources	<ul style="list-style-type: none"> • To assist the Subject Leader to identify resource needs and to contribute to the efficient and effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
Pastoral System:	<ul style="list-style-type: none"> • Promote the School's Ethos and development of individual students and Tutor Group as a whole. • To monitor and support the overall progress and development of students within the department. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Tutor Group to liaise with a Head of House to ensure the implementation of the school's Pastoral System. • To register students, and encourage their full attendance to all lessons and registration periods • Evaluate and monitor the progress of students and keep up-to-date student records as required. • To alert appropriate staff to problems experienced by students • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to Pastoral programme, citizenship and enterprise according to school policy
Other Specific Duties:	
<ul style="list-style-type: none"> • To actively promote the school's safeguarding policies and procedures • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To promote actively the school's policies and procedures • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. 	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.