

Job Description

POST TITLE: TEACHER OF MFL

GRADE: MPS/UPS

MAIN PURPOSE: Teaching
Promoting the highest standards of behaviour in order to promote a calm working environment in the college, and to create an atmosphere conducive to learning

RESPONSIBLE TO: Head of Department

RELATIONSHIPS WITH:

- Head of Department; Second in Department
- Heads of House and Director of Sixth Form/Post 16 Leader
- SENDCo / Teaching Assistants
- Support Staff
- Other teachers
- Parents
- Outside agencies

RESPONSIBLE FOR:

- a) Teaching students of the full range of age and ability.
- b) Contributing to the development of the Department's curriculum.
- c) Following college and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings.
- d) Taking part in departmental activities such as field trips.
- e) Undertaking such departmental responsibilities as are delegated by the Head of Department.
- f) Carrying out a share of supervisory duties in accordance with published rotas.
- g) Setting and marking home learning in accordance with college and departmental policies.
- h) Participating in meetings with colleagues and/or parents/carers with regard to the above responsibilities.

TEACHER RESPONSIBILITIES

- a) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work.
- b) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans).
- c) Consistently and effectively use a range of appropriate strategies for teaching and classroom management.
- d) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback.
- e) Be able to make use of the performance data available in the school in order to determine how much progress their students are making.
- f) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning.
- g) Make an active contribution to implementing the policies and aspirations of the school.
- h) Be effective professionals who challenge and support all students to do their best.

- i) Set and maintain high expectations for student behaviour.
- j) Set a good example to students, in terms of appropriate dress, standards of punctuality and attendance etc.
- k) Be mindful that the school statement of vision and values emphasises FUN in learning, and plan and teach accordingly.

GENERAL NOTES

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
3. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

THE POST: Teacher of MFL

The successful candidate will be able to teach German (essential) and French (desirable) at Key Stage 3 & 4, across the ability range. The ability to offer both French and German is desirable, but not essential. You will be keen to promote students' awareness of the languages through supporting trips, exchanges and other extra-curricular activities. The ability to teach an additional language would also be an advantage. Above all, we are keen to appoint an enthusiastic teacher, who will be keen to work alongside a team determined to create an excellent department.

You will love working with young people, and you will relish the satisfaction that comes from helping them to develop and to learn. You will be committed to our idea that fun is an important factor in learning. The successful candidate will be an integral part of the department and can expect the support needed to develop their career.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> • Relevant 'A' levels (or equivalent) and Degree • Qualified Teacher Status or PGCE Pass (or equivalent) • Ability to teach German at Key Stage 3 & 4 	<ul style="list-style-type: none"> • Good Honours degree (2.1 or better) • Ability to teach French at Key Stage 3 & 4 • Ability to teach both French and German • Ability to offer an additional language
<u>Experience</u>	<ul style="list-style-type: none"> • Relevant teaching experience or teaching practice • Experience of teaching a wide range of abilities 	<ul style="list-style-type: none"> • Currently working or training in UK state secondary school • Relevant 'life experience' e.g. time working in business or industry
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"> • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • Statutory National Curriculum requirements at the appropriate key stage; • The monitoring, assessment, recording and reporting of pupils' progress; • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; • The positive links necessary within school and with all its stakeholders; • Effective teaching and learning styles. 	

<u>Skills</u>	<ul style="list-style-type: none"> • Ability to use ICT as a learning/admin tool • Ability to use innovative teaching methods to aid student learning • Effective communication skills; written and verbal • Strong organisational skills essential 	<ul style="list-style-type: none"> • Commitment to offering effective extra- curricular activities
<u>Personal Characteristics</u>	<ul style="list-style-type: none"> • Approachable • Committed • A willingness to work hard with enthusiasm and vision • Able to motivate self and others • Calm under pressure • Well-organised 	
<u>Safeguarding Competencies</u>	<ul style="list-style-type: none"> • Demonstrates empathy for the concerns of others • Shows respect for other’s feelings, views and circumstances • Seeks and uses professional support appropriately • Can demonstrate flexibility of approach <p>Shows a personal commitment towards safeguarding children</p>	