

## JOB DESCRIPTION

<b>Post Title</b>	TEACHER OF MODERN FOREIGN LANGUAGES
<b>Responsible for</b>	Delivering high quality teaching & learning to ensure that all students reach their full potential.
<b>Responsible To</b>	Curriculum Leader
<b>Salary</b>	MPS / UPS
<b>Start Date</b>	September 2021
<b>Note</b>	The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this description. This description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

## MAIN RESPONSIBILITIES OF POST

- 1 To teach MFL to students across the age range.
- 2 To develop schemes of work and appropriate resources utilising an allocated resource.
- 3 To ensure that the classroom environment is orderly and stimulating and that the work of pupils is displayed and valued.

The professional duties of a teacher are listed in the School Teachers' Pay and Conditions Document under the following headings:-

### Teaching

- planning and preparing courses and lessons
- setting and marking of work
- assessment, recording and reporting

### Other activities

- promoting the progress and wellbeing of individuals and classes
- providing guidance on educational and social matters
- making records and reports on the personal and social needs of students
- communicating and consulting with parents of students
- communicating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes above

### Assessments and reports

- providing or contributing to oral and written assessments, reports and references for students

### Performance management

- participating in statutory arrangements for appraisal

### Review, further training and development

- reviewing from time to time methods of teaching and programmes of work
- participating in arrangements for training and professional development

### Educational methods

- advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

**Discipline, health and safety**

- maintaining good order and discipline among students and safeguarding their health and safety

**Staff meetings**

- participating 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**

- teaching any students whose teacher is not available to teach them

**Public examinations**

- participating in all arrangements for public examinations

**PERSON SPECIFICATION**

The following qualities and aptitudes are sought in the successful candidate:

<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications</i></b>	
<ul style="list-style-type: none"> <li>• The successful candidate should be qualified to degree level in MFL.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate qualification (MA etc)</li> </ul>
<ul style="list-style-type: none"> <li>• The successful candidate should have a relevant teaching qualification (PGCE, Cert Ed, BEd).</li> </ul>	
<b><i>Experience and skills</i></b>	
<ul style="list-style-type: none"> <li>• The ability to teach the full age and ability range is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of teaching MFL is desirable but not essential</li> </ul>
<ul style="list-style-type: none"> <li>• A thorough knowledge of and enthusiasm for the subject of MFL is required.</li> </ul>	
<ul style="list-style-type: none"> <li>• A commitment to the provision of quality and equality of opportunity in the teaching of MFL is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Competence and experience in the use of ICT in the teaching of MFL is desirable.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills in a variety of contexts (students, parents, colleagues etc) are sought.</li> </ul>	
<ul style="list-style-type: none"> <li>• The successful candidate will be required to work effectively in a closely knit team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of or a willingness to make a significant contribution to extra-curricular activities is highly desirable</li> </ul>
<ul style="list-style-type: none"> <li>• Commitment to continuous review and curriculum development is sought.</li> </ul>	
<ul style="list-style-type: none"> <li>• Candidates should have a forward-looking approach to teaching and have drive, initiative and the ability to respond quickly to further developments in education within school.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the changing school environment and national issues will be an advantage.</li> </ul>
<ul style="list-style-type: none"> <li>• Committed to the safeguarding of children and young people</li> </ul>	