

Job Description	<b>Lead Subject Teacher of MFL</b>	
Scale	UPS 1 to MPS 3 TLR 2.1 Recruitment and Retention Allowance £3,000 for Year 1 and £1,500 for Years 2 and 3.	Permanent
Reporting to	Headteacher	
Location	Rhyddings, Howarth Street, Oswaldtwistle, Accrington, BB5 3EA	

**JOB PURPOSE:**

The appointment requires you to carry out the duties of a teacher in accordance with the academy's stated policies and practices and under the current conditions of employment outlined in the School Teachers' Pay and Conditions document. This job description will form part of the basis for teacher appraisal.

**Main Duties/Responsibilities to include aspects of the following**

**DUTIES & RESPONSIBILITIES:**

All leaders and teachers will meet or surpass the Teacher Standards and/or Post Threshold Standards and will be required to :-

**ROLES AND RESPONSIBILITIES**

**1. Ethos**

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

**2. Curriculum and Planning**

- To design and work with others to plan highly effective lessons, schemes of work and curriculum maps for Technology
- To review their own lessons and effectiveness of own planning
- To contribute to development of curriculum and home learning (including Office 365 tools)
- To plan with Teaching Assistants to meet individual pupils needs on Additional Needs Register.

**3. Teaching and Learning**

- To fully implement all school policies and procedures
- To make effective use of resources, including ICT
- To take part in buddying with skill exchanges, observations, coaching and mentoring
- To ensure all pupils can engage and achieve in lessons
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

**4. Standards and Achievement**

- To ensure pupils make good or better progress
- To implement all actions following reviews of pupil progress.

## **5. Assessment**

- To fully implement the school policy and procedures to a high standard
- To plan for assessment for learning in every lesson
- To ensure assessment is accurate.

## **6. Liaison**

- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with parents and other parties.

## **7. Self-Evaluation**

- To contribute to the department and school's self-evaluation systems.

## **8. Community**

- To contribute to the school's community ethos – The Rhyddings Way
- Act as form tutor within the Year System.
- Contribute towards our Continent House System

## **9. School**

- To carry out the duties in accordance with school-based policies and health and safety procedures/policies.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To participate in the school's appraisal scheme.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

## **RESPONSIBILITIES SPECIFIC FOR THIS POST:**

- Strategically Lead the Technology Department and quality assure its work. Development of the curriculum and courses in the subject area.
- To develop and line manage team members
- To work closely with other curriculum, middle and senior leaders
- Prepare, plan and deliver training and development of others
- Supporting and holding others to account for performance
- Teach Technology to all ages and abilities throughout the school, including GCSE level (assist in the development of courses in the subject area
- Plan and prepare courses of study and lessons.
- Mark/feedback on pupils work in accordance with school and subject procedures, meeting regularly with the subject staff to monitor/evaluate its effectiveness.
- Assess, record and report on the development, progress and attainment of pupils associated with this subject and in line with the school assessment policies.
- Take responsibility within the faculty for coordinating the work on a particular area, e.g. Information Technology, teaching and learning, special educational needs.
- Be subject to the school appraisal procedures linked to salary progression.
- Teach additional subjects as required, e.g. PSHE.
- Attend and chair meetings relating to subject or whole school matters.
- Discuss with Senior Leaders your individual CPD needs.
- Attend all INSET meetings, and whole school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

The appointment requires you to carry out the duties of a school teacher :-

- (a) in accordance with the school's stated policies and practices;
- (b) under the current Conditions of Employment contained in the School Teachers' Pay and Conditions document and the range of duties set out in that document;

This job description will form part of the basis for teacher appraisal.

**Note**

- 1. This job description is not necessarily a comprehensive definition of the post.
- 2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.

All staff at Rhyddings have responsibility for promoting the wellbeing and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education* and safeguarding and child protection policies. All staff must be prepared to undertake any necessary training.

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.