



MFL JOB DESCRIPTION			
NAME			
ACCOUNTABLE TO	Head of Department and through him/her to a designated Head of Faculty, Deputy/Assistant Head and the Head of School/Executive Head Teacher		
SCALE	MPS/UPS Outer London		
DURATION	Maternity Cover (2 days a week Tuesday & Friday))		
APPOINTMENT			
JOB PURPOSE	<ul style="list-style-type: none"> To ensure the standards of teaching achieves the school target of 85% good or better teaching. To ensure progress and attainment of students meet the school targets. 		
Key Area	Responsibility		
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> Maintain high standards of teaching and learning within your classes, ensuring effective tracking and monitoring takes place at all times. To contribute to the needs of the department as outlined by the Head of Department. 		
Areas of Accountability	<ul style="list-style-type: none"> Through effective teaching and learning students achieve their best possible outcomes, ensuring their progress and attainment reaches or exceeds expected levels. To ensure the Department budget and resources are effectively managed. 		
Professional development	<ul style="list-style-type: none"> Keeping up to date with national requirements with regard to t & I (DfE / Ofsted guidance). Pedagogic research and development to improve the standard of teaching. Lead and participate in further training and professional development including those aimed at meeting the need identified in performance objectives or in performance statements. 		
Discipline, health and safety	<ul style="list-style-type: none"> Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas. 		
Examinations	<ul style="list-style-type: none"> Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations. 		
General Responsibilities	<ul style="list-style-type: none"> Promote the school's values and ethos in accordance with the School's Professional Code. Work actively to develop professional expertise by participating in ongoing professional development. 		
Review of job description	<ul style="list-style-type: none"> This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder. 		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	

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