



# Job Description

<b>Job Title</b>	<b>TEACHER OF MFL</b>
<b>Responsible to</b>	Director of MFL
<b>Job Purpose</b>	To deliver effective Teaching & Learning throughout the School and to be fully involved in the extra-curricular life of the school. Most classroom teachers carry out a form tutor role.
<b>Duties</b>	<ul style="list-style-type: none"> <li>To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach either Spanish or French up to and including A-Level.</li> <li>To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach a second language (Spanish/French or German) would be desirable.</li> <li>To plan teaching to achieve progression in students' learning in line with agreed expectations/targets.</li> <li>To establish and maintain a purposeful working atmosphere which supports learning.</li> <li>To set homework and mark in line with school policies.</li> <li>To assess, record and report on students' progress.</li> <li>Attend and contribute to departmental and staff meetings and to assist with the implementation of area improvement plans</li> <li>To communicate and consult with parents of students as necessary, (including telephone calls, emails, meetings, parental meetings etc).</li> <li>To exploit opportunities to improve basic literacy, numeracy and ICT skills.</li> <li>To participate in staff development opportunities and accept responsibility for own professional development.</li> <li>To prepare students for examinations and participate in examination arrangements.</li> <li>To carry out the role of form tutor as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To take personal responsibility for identification of own learning, development and training opportunities in discussion with line manager.</li> <li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**This role is subject to a six month probationary period**

This job description is current, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: ..... Date: .....  
Employee

Signed: ..... Date: .....  
Line Manager