# Job Description

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| **Job Title** | 2nd in MFL | **Grade** | MPS/UPS + TLR2b |
| **School** | Lytham St Annes High School | | |
| **Reports to** | Head of Department | | |
| **Responsible**  **for** | Lead in identified priorities of the department as determined by the Head of Department | | |
| **Liaising with** | Headteacher/Head of School, Deputy & Assistant Headteachers, Pastoral Leaders/Heads of Department/ relevant support staff/ parents. | | |
| **Knowledge/Skills/Expertise** | | | |
| * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as teacher/Form Tutor * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment within the curriculum area. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. | | | |
| **Main Areas of Responsibility and Accountability** | | | |
| * Support and collaborate with the Head of Department in managing and developing the subject. * To plan and teach French/ German lessons at KS3 and KS4 * Promote high standards of teaching and learning throughout the subject. * Raise standards of student attainment and achievement within the whole curriculum and monitor and support student progress. * Be accountable for student progress and development of identified groups within the subject. * Analyse performance data and use the results as a basis for planning improvements. * Develop and enhance the teaching practice of others. * Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject, in accordance with the aims of the school and curricular policies determined by the Governing Body and the Headteacher of the school. * Be accountable for leading the team in identified areas. * Contribute to the subject self-evaluation and quality improvement. * Provide support to colleagues in the implementation of the school’s Behaviour Policy. * Be responsible for developing appropriate schemes for learning. * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area. * Support in the promotion and delivery of E-safety throughout the school. * Support in the promotion of political impartiality and development of resources to support this. | | | |

**Staffing/Personnel:**

* Deputise for the Head of Department in their absence.
* Ensure that the department supports the school programs for ECTs.
* Assist the Head of Department in making appropriate arrangements for classes when staff are absent.

## Supporting the School:

* Contribute to the development of school policy.
* Represent the department at appropriate meetings within the school.
* Be responsible for the strategic development of the subject within the school. Contribute to school liaison and marketing activities, e.g. material for prospectuses and attendance at Open Evenings.
* Attend all Consultation Evenings as appropriate.

## Resources:

* Assist the Head of Department in managing accommodation within the department to ensure that the Department’s teaching commitments are effectively and efficiently timetabled and roomed.
* Assist the Head of Department in ensuring that accommodation within the department is maintained to provide the best possible learning environment for the students.
* Ensure that the department obtains ‘value for money’ when ordering equipment and stock.

## Student Outcomes:

* Make use of analysis and evaluate performance data provided.
* Set internal assessments in line with your post and provide assessment information based on the results.
* Assist in the production of reports on examination performance, including the use of value-added data.
* Put into place arrangements for monitoring non exam assessment and ensuring that moderation is rigorous.

## Pastoral System

* Act as a form tutor and carry out the duties associated with that role.

## Teaching

* Undertake an appropriate program of teaching in accordance with school policy.

## Additional Duties:

* Play a full part in the life of the school community.
* Attend relevant duties as appropriate.

**CPD/ Policies**

* Actively engage in the school’s Action Research program and take part in our robust CPD program.
* Ensure that Health and Safety Policies and procedures are adhered to.
* Ensure that all safeguarding policies are adhered to and annually refreshed.

# Person Specification

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| **Job Title** | 2nd in MFL | **Grade** | 2b |
| **School** | Lytham St Annes High School | | |
| **Education and Qualifications:**   * Qualified Teacher Status. * Appropriate academic qualifications. | | | |
| **Experience/Knowledge/Skills:**   * Be an excellent MFL teacher with evidence of impact on student outcomes. * A proven track record of total commitment to helping every student achieve their very best and make good progress. * Have very high expectations of the learning of all students at all times. * Have a good understanding of how data supports and enhances student progress and achievement. * Be a positive team player with a strong commitment to professional development. * Highly self-motivated * Able to prioritise workload and work well under pressure with competing deadlines. * Good IT skills. | | | |
| **Personal Attributes:**   * Commitment to working as part of a team. * Commitment, enthusiasm, and willingness to work hard. * Ability to deal sensitively with pupils, parents and carers, and colleagues. * Ability to represent the school in wider networks. * Be passionate about teaching MFL. * Possesses a ‘can do’ attitude and is creative and proactive in finding solutions. * Responsive to the changing needs and priorities. Be resilient, calm, and tenacious under pressure. * Passionate about inclusive practice and equality of opportunity. * Relentless in finding ways to remove any barriers to success. * Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, and parents. * Commitment to the protection/safeguarding of all students. * Self-reflective practitioner who always seeks to improve. * Willingness to contribute to the extracurricular life of the school. | | | |