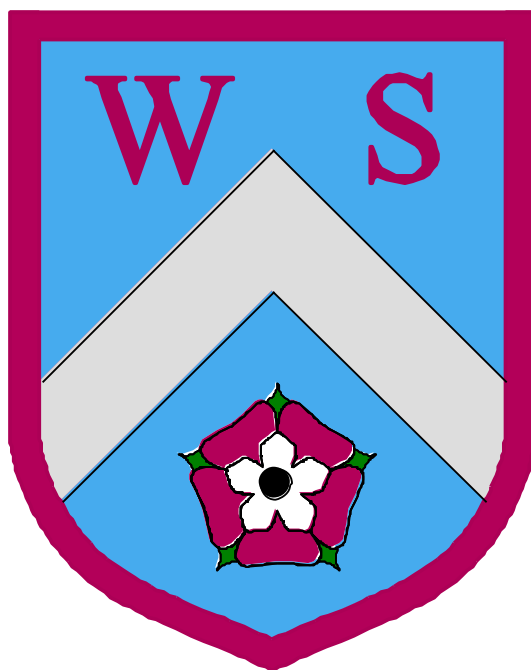


# Wollaston School

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## Teacher of Modern Foreign Languages

Job Description  
April 2023

POST TITLE: Teacher of Modern Foreign Languages

NAME OF POST HOLDER:

## 1. General Information

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### **Post Purpose:**

Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.

To be accountable for student progress and development within all subjects taught within the faculty

To contribute to sharing of good practice within the faculty.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies.

### **Reporting to:**

Head of Faculty

### **Responsible for:**

The provision of a stimulating learning experience for students in dedicated timetabled lessons.

### **Liaising with:**

Leadership Team link, teachers and support staff, external agencies and parents.

### **Working Time:**

Full time as specified within the STPCD

### **Salary/Grade:**

MPS/UPS

### **Disclosure Level:**

Enhanced

### **Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. Over time, the nature of the job may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will revise the job description from time to time and will consult with the post holder at the appropriate time.

## 2. Teaching Responsibilities

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- 2.1 To teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere.
- 2.2 To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.3 To provide, or contribute to, oral and written assessments, report and references relating to individual students and groups of students.
- 2.4 To ensure that ICT, literacy and numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students.
- 2.5 To undertake a designated programme of teaching.

- 2.6 To ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 To prepare and update subject materials.
- 2.8 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of examination specifications.
- 2.9 To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 To undertake assessment of students as requested by external examination bodies, Faculty and school procedures.
- 2.11 To mark, grade and give written/verbal and diagnostic feedback as required.

### **3. Operational and Strategic Planning**

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- 3.1 To contribute to the development of appropriate examination specifications, resources, schemes of work, marking policies and teaching strategies in the Faculty.
- 3.2 To contribute to the Faculty's development plan and its implementation.
- 3.3 To plan and prepare courses and lessons.
- 3.4 To contribute to the whole school's planning activities.

### **4. Curriculum Provision/Development**

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- 4.1 To assist the Head of Faculty to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- 4.2 To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

### **5. Staffing**

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- 5.1 To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 5.2 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 5.3 To engage actively in the Performance Management Review process.
- 5.4 To ensure the effective/efficient deployment of classroom support where it is provided on the timetable.
- 5.5 To work as a member of a designated team and to contribute positively to effective working relations within the school.

### **6. Quality Assurance**

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- 6.1 To help implement and adhere to school quality procedures.
- 6.2 To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- 6.3 To seek/implement modification and improvement where required.
- 6.4 To review from time to time, methods of teaching and programmes of work.
- 6.5 To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **7. Management Information**

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- 7.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- 7.2 To complete the relevant documentation to assist in the tracking of students.
- 7.3 To track student progress and use information to inform teaching and learning.

### **8. Communications and Liaison**

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- 8.1 To ensure effective communication as appropriate with the parents of students.
- 8.2 To follow agreed policies for communications in the school.
- 8.3 To take part in liaison activities such as parents' evenings and liaison events with partner schools.
- 8.4 To contribute to the development of effective subject links with external agencies.
- 8.5 To attend team and staff meetings as directed.

## **9. Management of Resources**

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- 9.2 To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- 9.3 To collaborate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students.

## **10. Pastoral System**

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- 10.1 To be a Form Tutor to an assigned group of students.
- 10.2 To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- 10.3 To liaise with the designated Pastoral Leader to support the implementation of the school's pastoral system.
- 10.4 To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- 10.5 To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- 10.6 To contribute to the preparation of action plans and progress files and other reports and participate in monitoring academic progress days.
- 10.7 To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- 10.8 To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- 10.9 To contribute to PSHE, Citizenship and Enterprise according to school policy.
- 10.10 To apply the Behaviour Management systems so that effective learning can take place.

## **11. School Ethos**

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- 11.1 To play a full part in the life of the school community to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- 11.2 To support the school in meeting its legal requirements for collective worship and students' personal development.
- 11.3 To promote actively the school's corporate policies.
- 11.4 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

## **12. Other**

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- 12. To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed .....  
**Subject Teacher**

Signed .....  
**Headteacher**

Dated .....

Dated .....



## Person specification for Teacher of Modern Foreign Languages

Assessment criteria	Essential	Desirable	Evidence: Application Interview Reference
<b>Knowledge and Experience</b>			
Well qualified teacher with significant teaching experience to at least Key Stage 4.	*		A
Evidence of continuing professional development.	*		A / I
<b>Professional competencies</b>			
Evidence of excellent teaching skills, classroom management and the ability to enthuse students	*		A / I / R
Evidence of ability to achieve rapid student progress and strong examination outcomes	*		A / I / R
Confident in the use and analysis of assessment data and assessment for learning strategies	*		I
Ability to lead / inspire other colleagues		*	A / I / R
Ability to create and maintain a positive climate for learning	*		I / R
Effective communicator using both spoken and written word	*		A / I
Able to organise time efficiently and work to deadlines	*		R
<b>Personal qualities</b>			
Effective team player and team leader	*		I / R
Sets personal high standards and helps others to do the same	*		R
Positive and caring approach towards students	*		I / R