



## Featherstone High School Job Description

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**Job Title:** Teacher of MFL  
**School:** Featherstone High School  
**Salary:** MPR/UPR (Inner London)  
**Reports To:** Lead Teacher of MFL

### **Job Purpose**

You are required to carry out the duties of a School Teacher as set out in the current Schoolteachers' Pay and Conditions Document. You will carry out such particular duties as the Head Teacher may reasonably direct from time to time.

### **Teaching and Learning**

1. Teach a Modern Foreign Language as required at all levels.
2. Contribute to the Department's bank of resources for the teaching of MFL and assist in the production of materials which take into account pupils of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of schemes of work in relation to Key Stages 3, 4 & 5
4. Plan and evaluate work in accordance with departmental policy.
5. Provide team teaching support in class as required.

### **Assessment, Recording and Reporting**

1. Maintain records of achievement and progress of all pupils in accordance with the statutory requirements and the departmental policy.
2. Mark and return work set, including homework, within an agreed and reasonable time.
3. Use the School's Marking Policy and Departmental Policy at all times.
4. Complete student data entry and reports in line with School Policy.
5. Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets

### **Tutor Role**

1. Undertake responsibility for a Tutor Group including Registration, Tutorials and delivery of PSHE.
2. Monitor and set targets for the social and academic progress of all students in the Tutor group.
3. Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice.

### **General Duties**

1. The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
2. S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
3. To promote good order among pupils and ensure their health and safety both on and off the school premises.
4. To act in accordance with the school's policy on safeguarding issues.
5. Promote the School ethos in which the highest achievements are expected from all members of the School community.
6. Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School.
7. Uphold the School's behaviour code and uniform regulations.

### **Performance Management and Professional**

The teacher will be part of the School's Appraisal Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance, including classroom teaching. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

This Job Description is not necessarily a comprehensive definition of the post it may be subject to modification at any time after consultation with postholder.

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|----------------------------|
| Date Issue:                |
| Signature of Post Holder:  |
| Signature of Head teacher: |

### Person Specification

|     |  | <b>Essential<br/>(E)</b> | <b>Desirable<br/>(D)</b> |
|-----|--|--------------------------|--------------------------|
|     | <b>Qualifications and Experience</b>   |                          |                          |
| 1.  | Graduate qualification in MFL or equivalent  | E                        |                          |
| 2.  | Qualified Teacher Status   | E                        |                          |
| 3.  | Have a practical understanding of National Curriculum requirements in terms of content, classroom practice, differentiation, summative and formative assessment and reporting to parents | E                        | NQT's                    |
| 4.  | Experience of teaching Computer Science to G.C.S.E level and the ability to teach to A level   | E                        | NQT's                    |
| 5.  | Demonstrable experience of improving successful student outcomes in the last three years   | E                        | NQT's                    |
| 6.  | Producing high quality experiences and outcomes for students   | E                        | NQT's                    |
| 7.  | Experience as Tutor and/ or pastoral work  | E                        | NQT's                    |
|     | <b>Professional Specification</b>  |                          |                          |
| 8.  | Have a clear understanding of what constitutes good or outstanding lesson  | E                        | NQT's                    |
| 9.  | Commitment to extra-curricular   | E                        | NQT's                    |
| 10. | Experience of working in a confidential environment  | E                        |                          |
| 11. | Ability to manipulate data and provide statistics in a reporting environment   | E                        |                          |
| 12. | Developing differentiated lesson plans and Schemes of Work   | E                        | NQT's                    |
| 13. | Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work.  | E                        | NQT's                    |
|     | <b>Professional Skills and Attributes</b>  |                          |                          |
| 14. | Ability to organise and prioritise workload and work on own initiative   | E                        |                          |
| 15. | The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these  | E                        |                          |
| 16. | Ability to communicate well in writing and face to face to all stakeholders  | E                        |                          |
| 17. | Administration and organisation skills   | E                        |                          |
| 18. | The ability to identify own training and development needs and to cooperate with the means to address these  | E                        |                          |
|     | <b>Personal Qualities</b>  |                          |                          |
| 19. | A flexible and proactive work ethic  | E                        |                          |
| 20. | Attention to detail  | E                        |                          |
| 21. | Honesty and trustworthiness  | E                        |                          |
|     | <b>Demonstrates the Commitment to:</b>   |                          |                          |
| 22. | A commitment to and awareness of enhancement of quality education through equal opportunities for all  | E                        |                          |
| 23. | Safeguarding and promoting the welfare of young people   | E                        |                          |