**KINGSTONE ACADEMY TRUST**

**JOB DESCRIPTION**

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| **POST TITLE** | **Teacher of Spanish (and French)** |
| **GRADE**  | MPS  |
| **RESPONSIBLE TO** | Head of Faculty  |
| **RESPONSIBLE FOR** | Teaching MFL across the age (KS2 to GCSE) and ability range |
| **EMPLOYMENT DUTIES** | To be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document |
| ***The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.*** |

**Principal Responsibilities:**

* To set challenging teaching and learning objectives, which are relevant to all students in their classes
* To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students' learning
* To select and prepare resources, and plan for their safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate
* To attend and contribute to teaching teams, meetings and events
* To plan for the deployment of any support staff who are contributing to students' learning
* To plan opportunities for students to learn in out of school contexts
* To produce long- and short-term planning in accordance with school and faculty policy and procedures and within required deadlines
* To implement and review the MFL development plan in conjunction with the Head of Faculty/Phase
* To manage resources and make recommendations in order to maintain and develop curriculum provision

**Monitoring and assessment:**

* To make appropriate use of the school's monitoring and assessment strategies to evaluate students' progress towards planned learning objectives
* To implement target-setting using National Curriculum criteria, GCSE assessment objectives and school-based data systems
* To use monitoring and assessment information to improve planning and teaching
* To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students as they learn
* To involve students in reflecting on, evaluating and improving their own performance and progress
* To assess students' progress accurately against appropriate standards
* To identify and support students with differing levels of ability and those experiencing behavioural, emotional and social difficulties
* To record students' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning
* To report on students' attainment to parents, carer, other professionals and students as appropriate

**Teaching and class management:**

* To have high expectations of students and build successful relationships centred on teaching and learning
* To establish a purposeful learning environment where diversity is valued and where students feel safe, secure and confident
* A teaching and learning programme for current courses on your timetable. Schemes of work will be prepared and delivered in consultation with the Faculty Leader
* To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students in their age range
* To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, employ interactive teaching methods and collaborative group work
* To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning
* To differentiate teaching to meet the needs of students of all ability ranges taking into account varying interests, experiences and achievements of boys and girls in different cultural and ethnic groups to help them make good progress
* To organise and manage teaching and learning time effectively
* To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate
* To set high expectations for students' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage students' behaviour constructively and promote self- control and independence
* To use ICT effectively in delivery of teaching and learning
* To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages students to learn independently
* To create an effective and stimulating learning environment in your classroom and in the department

**Particular Responsibilities:**

* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements
* To organise out of class activities when needed that are considered to be an essential part of the curriculum e.g. clubs, visits, workshops

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified, and the post holder may be required to undertake other tasks as designated by the Executive Headteacher.**

**Kingstone Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in such discussions.**