

Job Description: Modern Foreign Languages Teacher

Job Title	Modern Foreign Languages ('MFL') teacher
Full-/part-time	Full-time
Pay spine	Main teachers' pay spine
Teaching load	c80% of the teaching week
Reports to	The Head of MFL

Main purpose	<ul style="list-style-type: none"> To plan, develop and deliver high-quality lessons and courses using a variety of approaches, that ensure pupils make progress To assess pupils' work and monitor their progress, keeping records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential To provide formative feedback to pupils to enable them to progress To maintain and build upon Teacher Standards (such as those achieved in the award of qualified teacher status, or in the award of post-Threshold pay) To contribute to the safeguarding and to promote the welfare and personal care of children and young people, having particular regard to all relevant safeguarding and Child Protection Procedures
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General duties	<ul style="list-style-type: none"> To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies To ensure continuity, progression and cohesiveness in all teaching To use a variety of methods and approaches to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils To set homework regularly (in accordance with the Academy Homework Policy), in order to consolidate and extend learning and encourage pupils to take responsibility for their own learning To work with support staff such as Education Support Assistants (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons To support individual learning and progression, including for pupils on the subject Able, Gifted and Talented register, by planning work with appropriate challenge and monitoring/reviewing pupil outcomes regularly To assess learning appropriately, using clear and precise learning objectives and defining criteria for success for each lesson To work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change To implement new initiatives by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement To manage behaviour positively in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem St Margaret's is committed to the highest standards of safeguarding and promoting the welfare of children and young people. All staff must share
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	this commitment and work within the Child Protection arrangements for our school.
Monitoring, assessment, recording, reporting and accountability	<ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge • To track pupil progress, to monitor achievement against targets set, and to take appropriate remedial action to ensure pupils progress in their learning • To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development • To contribute towards the implementation of Individual Education Plans for pupils with additional needs, particularly in the planning and recording of appropriate actions and outcomes related to set targets • To be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents • To keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the Academy policy
Subject Knowledge and Understanding	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the specifications (including the assessment regimes) for all courses taught, particularly for examination courses, both academic and vocational • To keep up-to-date with research and developments in pedagogy in MFL • To contribute to the effective use of subject resources, including evaluation of new materials and equipment • To keep up-to-date with technological change and the use of technology to enhance delivery, and pupil access, to the subject
Professional standards and development	<ul style="list-style-type: none"> • To be a rôle model to pupils through personal presentation and professional conduct • To arrive in class at or before the start of the lesson, and to begin and end lessons on time • On rare occasions, to cover for absent colleagues • To be familiar with the School and Department handbooks and Departmental Portfolio contents and support all the School's policies, <i>eg</i> those relating to Health and Safety, Literacy, Numeracy <i>etc</i> • To establish effective working relationships with professional colleagues and support staff • To support pupils' involvement in extra-curricular activities provided here • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including Every Child Matters, and the rôle of the education service in protecting children • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare • To be aware of the rôle of the Governing Body of the Academy and support it in performing its duties

	<ul style="list-style-type: none"> • To be familiar with, and to implement, the relevant requirements of current codes of practice, such as that relating to Special Educational Needs • To consider the needs of all pupils within lessons (and implement specialist advice) especially those who: <ul style="list-style-type: none"> ➤ have SEN; ➤ are Able, Gifted and Talented; and/or ➤ are not yet fluent in English. 	
Health and Safety	<ul style="list-style-type: none"> • To undergo Basic First Aid training and update courses as directed by SLT • To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions • To co-operate with the employer on all issues to do with Health, Safety and Welfare 	
Professional Development	<ul style="list-style-type: none"> • In conjunction with the Head of MFL, to take responsibility for personal professional development, keeping up-to-date with research/developments in teaching pedagogy and changes in the School (and National) Curriculum • To undertake any necessary professional development as identified in, or that may be necessary to implement, the School Improvement Plan • To implement and develop pedagogic procedures introduced through Academy, local or government initiatives • To implement the use of new technologies that enhance teaching and learning • To participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received • To carry out reflective practice exercises to move classroom practice, teaching and learning, forward • To use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; to participate in collaborative planning sessions; to provide additional pupil support or any activity directed by the Principal • To maintain a professional portfolio of evidence and learning log to support the Performance Management process • To contribute to the professional development of colleagues, especially newly-qualified teachers and trainees • To contribute to Departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring 	
Miscellaneous	<ul style="list-style-type: none"> • To undertake any other reasonable duties as directed by the Principal • To undertake pastoral responsibilities (eg by taking on the rôle a Form Tutor, for which a separate Job Description exists) as directed 	
Signatures		
	<i>Postholder</i> _____ Date: _____	<i>Principal</i> _____ Date: _____