

## **The Charter School North Dulwich**

### **TEACHER JOB DESCRIPTION**

#### **Post title**

Teacher of MFL – Latin

#### **Salary/Grade**

Classroom Teachers Main Spine

#### **Purpose of the job**

To provide high quality teaching and enable effective use of resources and high standards of learning and achievement for pupils, within an atmosphere in which pupils feel challenged, valued and secure.

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).

#### **Reporting to**

Head of Modern Foreign Languages (MFL)

#### **Responsible for**

Teaching Latin to all ability ranges across KS3 and KS4 as allocated by the Key Curriculum Leader and the Senior Leadership Team

The provision of a full learning experience and support for pupils

#### **Liaising with**

Headteacher, Leadership Team, teachers and support staff, LEA representatives, external agencies and parents.

#### **Working time**

Full time as specified within the STPCD.

#### **Required experience.**

Teaching Latin in a multi-ability environment

A minimum of degree level Latin

Experience in preparation of course outlines, syllabuses and schemes of work  
Experience in subject leadership and department coordination preferable  
Experience in analysis of pupil performance information preferable

### **Key functions**

- ❑ To teach the subjects, classes and groups as allocated by the Key Curriculum Leader for Communications and MFL and the Leadership Team
- ❑ To ensure that high quality teaching and learning takes place in all allocated classes.
- ❑ To support and participate in the curriculum development work of the Communications Curriculum Area, including the writing of schemes of work and programmes of study.
- ❑ To assist the Key Curriculum Leader for Communications in the maintenance of high standards of work and behaviour within MFL
- ❑ To assist the Head of MFL in developing and implementing a programme of MFL out of curriculum hours
- ❑ To be a Form Tutor or Sixth Form Tutor and to carry out the specified duties in accordance with the job description of a Form or Sixth Form Tutor
- ❑ To support the Headship Team in the effective operation of the school

### **Specific responsibilities**

#### ***The main responsibilities of the post are to:***

- teach the classes allocated, and provide a well-planned, challenging, and purposeful learning environment for pupils.
- support and carry out policies and practices to promote positive student behaviour and achievement in MFL within the framework of the Positive Discipline policy.
- set homework on a regular basis and mark pupil work promptly.
- assess, monitor, record and report on pupil achievement in line with School and Curriculum Area policy, including writing pupil reports and attending parents' meetings.

- assist in the identification of pupil special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of individual education plans.
- share in the development of course outlines, syllabuses and schemes of work in MFL.
- follow the course outlines, syllabuses and schemes of work agreed by the MFL (Communications) Key Curriculum Area
- make effective use of pupil performance data, and pupil and staff target-setting; and provide relevant information to the Key Curriculum Leader, Subject Leader of MFL, and Directors of Learning
- monitor and record pupil attendance in line with School and Key Curriculum Area policy, and support the Key Curriculum Leader, Subject Leader of MFL, and Directors of Learning in the maintenance of high levels of pupil attendance.
- prepare for and attend MFL Team and Year Team or Sixth Form Team meetings and support the work of the MFL Team and the Year Team or Sixth Form Team
- participate in and support the Performance Management Policy
- assist in the development of the School Improvement Plan and its review mechanism.
- undertake specific duties within the MFL Team as agreed with the Key Curriculum Leader
- undertake such other duties as reasonably required by the Headteacher.

***Additional responsibilities of the post threshold teacher:***

- contribute regularly to the professional development of colleagues through coaching and mentoring, demonstrating effective practice in planning and exemplar lessons, and providing advice and feedback.
- promote collaboration and teamwork in KCA, Year and cross-curricular groups.
- contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation
- raise attainment in line with or exceeding national standards for the groups of learners they are responsible for

## Person Specification:

### MFL Teacher

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (secondary age range)</li> <li>• Degree in Latin</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study beyond degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching Latin at all key stages including KS5</li> <li>• Experience of KS4 GCSE course design delivery and assessment</li> <li>• MFL assessment at KS3</li> <li>• Experience of raising attainment in a classroom environment</li> <li>• Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of improving the teaching and learning of MFL through schemes of work and extra-curricular activities</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrate high expectations which inspire, enthuse, motivate and challenge students to achieve their best:</li> <li>• Excellent classroom teacher</li> <li>• Excellent behaviour management skills</li> <li>• Ability to tailor lessons to student needs</li> <li>• Ability to use assessment data to generate appropriate and effective intervention work.</li> <li>• Demonstrate a strategic and creative approach to problem solving.</li> <li>• Ability to build and maintain effective relationships through excellent interpersonal skills.</li> <li>• Demonstrate excellent communication skills (verbally and written)</li> <li>• Ability to develop effective teamwork.</li> <li>• Demonstrate inclusive approach to education.</li> <li>• Ability to work under pressure, maintaining a high sense of perspective.</li> <li>• Ability to manage own time effectively.</li> <li>• Commitment to regular on-going professional development</li> <li>• Commitment to collaborative working practices</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Professional, enterprising</li> <li>• Outgoing, approachable, inclusive</li> <li>• Positive, adaptable</li> <li>• Energetic and enthusiastic</li> <li>• Self-motivated, self- confident, reliable</li> <li>• Generosity of spirit, sense of humour</li> <li>• Committed to improving outcomes for all students.</li> <li>• Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pastoral responsibility in a secondary school</li> </ul>

*The Charter School Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*