



Job Description MFL Class Teacher

Main Purpose of the Post:

- To support and contribute to the Catholic life of St Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Duties & Responsibilities

- To plan, prepare and deliver engaging lessons and other activities to ensure the effective learning and progress of assigned students
 - To participate in departmental self-review activities including departmental development planning
 - To participate in developing syllabuses, materials and schemes of work, which include clearly defined aims and objectives, which are shared with students
 - To employ varied methods of teaching and learning, appropriate to the abilities and aspirations of students and which enable them to take maximum responsibility for their learning
 - To maintain effective and accurate records of attendance and progress of students in accordance with whole school and departmental assessment, recording, reporting and marking policies and to use available data to inform planning and preparation
 - To consult with and inform staff and parents regarding the progress, attainment, attitude and behaviour of students
 - To contribute to the pastoral care and management of student behaviour in accordance with whole school and departmental policies
 - To ensure that equipment and resources are kept in good order and that rooms allocated for use are cared for and offer an attractive and educationally stimulating environment
 - To participate in the school's Performance Development programme
 - To participate in the school's Continuing Professional Development programme
 - To participate in the school's monitoring, evaluation and target setting programmes
 - To attend all relevant staff, departmental and consultation meetings
- To maintain an awareness of equal opportunity, health and safety and data protection issues and to adhere to any relevant policies in these matters.





Person Specification – Class Teacher

Experience	Essential / Desirable
To have taught MFL across the age and ability range, KS3 and KS4	Essential
To have been involved in planning, implementing and evaluation of schemes of work	Desirable
Proven experience in the delivery of high-quality teaching and learning including at Key Stage 4 where possible	Essential
Experience of working as part of teams to secure innovation and change	Essential
Qualifications & Training	
MFL or related degree	Essential
QTS (or pending, must be achieved by start of post)	Essential
Evidence of recent further professional development	Desirable
Special Skills & Knowledge	
Ability to support staff in the development of effective learning strategies and resources	Desirable
Ability to understand student data, provide appropriate intervention to secure student Progress	Essential
Knowledge of current educational thinking regarding raising achievement in MFL through teaching and learning styles	Essential
To develop resources which facilitates personalised learning and develop an enthusiasm for learning MFL	Essential
An awareness of the agenda for safeguarding and promoting the welfare of children	Essential
Knowledge and understanding of Positive Behaviour Management	Essential
Skills/Aptitudes	
The ability to use a range of classroom management and teaching strategies	Essential
ICT literate	Essential
Effective Interpersonal skills	Essential
Teamwork	Essential
Specific Requirements	
A commitment to raising student achievement at all levels in MFL and supporting the Catholic ethos and aims of the school	Essential
Personal Qualities	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential





Conscientious, honest and reliable	Essential
Highly motivated	Essential
Sense of humour	Essential
Personal Circumstances	
A disclosure and barring service check at enhanced level	Essential

