



Cranbourne

Job Description and Person Specification

All Staff

Safeguarding

All staff have a duty to safeguard and promote the welfare of the children and vulnerable adults that attend or visit Cranbourne. This includes:

- Protecting children and vulnerable adults from maltreatment;
- Preventing impairment of children or vulnerable adults health or development;
- Ensuring that children or vulnerable adults are learning in circumstances consistent with the provision of safe and effective care; and
- Undertake a role that will enable children and vulnerable adults to have optimum life chances.

Health & Safety

All workers are entitled to work in environments where risks to their health and safety are properly controlled under health and safety law, the primary responsibility for this is down to employers.

As a worker, you have a duty to take care of your own health and safety and that of others who may be affected by your actions. Health and safety legislation therefore, requires employers and workers to co-operate to ensure the safety of all who attend, visit or work at Cranbourne.

Job Description

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| Department: | MFL |
| Post Title: | Teacher of MFL |
| Post Responsible to (and Level): | Head of Department |

Job Purpose:

- a) To teach excellent MFL lessons to the full age and ability range in KS3 and KS4
- b) To ensure that students make excellent progress in MFL, performing well in internal and external examination
- c) To contribute to the wider life and ethos of the school, e.g. provide support and guidance for a tutor group; lead and participate in extra - curricular activities

Key Accountabilities/Primary Responsibilities:

All Staff

- Support the aims of the school
- To carry out duties in accordance with school, departmental and HCC policies and procedures, meeting all deadlines
- Promote own professional learning and contribute to the training and development of other staff
- Ensure that their working area, including teaching rooms are kept tidy, organised and conducive to effective learning
- To promote the school when in the local community
- To carry out, from time to time, additional tasks and duties as may be required by the Headteacher

Teacher of MFL

- Prepare, develop and deliver lessons in the timetabled subjects according to the schemes of work agreed within the department.
- To teach their subject to both key stages to students of all abilities, preparing lessons in accordance with teachers' standards
- Assess, monitor and support students so that achievement in your teaching groups is high.
- Encourage enthusiasm for your subject by inspiring and engaging students to learn in the widest possible sense, including homework and extra-curricular opportunities.
- Contribute to excellent behaviour and learning within your department by maintaining calm, purposeful and positive relationships with students and supporting colleagues to this end.
- Foster and maintain high standards of literacy. Support and contribute to whole school strategies to raise standards of literacy.
- Build a working relationship with pastoral staff to enable effective intervention to remove barriers to success.
- Foster an atmosphere of mutual respect with students in all classroom activities.
- Develop and foster good working relationships with all staff.
- Be involved in all development work undertaken by the department, in producing

key performance indicators, schemes of work, or any other similar materials.

- To comply with all Examination Board regulations in regard to the teaching of examination subjects and the completion of coursework/controlled assessments.
- Attend meetings as directed by the Head of Department.
- Attend Parents' Evenings as appropriate.
- Care for and maintain such equipment and books as may be in use in the teaching base or location.
- Display work or materials which enhance the learning environment.
- Proactively pursue continuous professional development ensuring you maintain an up to date knowledge of teaching practices.
- Take part in the processes of performance appraisal management as required.
- To take responsibility for a tutor group, monitoring and supporting each individual's academic progress and personal development
- To liaise with the Head of House and contribute to the activities of the House team.
- To communicate effectively with parents, students and other members of staff

| Person Specification | | | |
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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience: <ul style="list-style-type: none"> • Degree • Qualified Teacher • A minimum of one year's experience in a teaching/learning/child support working environment • Detailed knowledge and understanding of the subject area • Ability to apply knowledge and skills from theory in a practical classroom context • Ability to motivate and encourage children • Effective classroom manager • Can use ICT effectively to support learning. | Y Y Y Y Y Y Y | | Certificates Certificates Application Interview Interview Interview Interview Interview |

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| Planning and Organising: <ul style="list-style-type: none"> • Good organisational ability • Able to organise own teaching resources and activities to deadline and quality standards • Able to plan, manage, organise and assess teaching objectives • Able to contribute to the design of subject units, curriculum development and new teaching approaches | Y Y Y Y | | Interview Interview Interview Interview |
| Problem Solving and Initiative: <ul style="list-style-type: none"> • Able to demonstrate understanding of complex problems and apply in depth knowledge to address them • Able to develop original techniques, methods and solutions. | | Y Y | Interview Interview |
| Management and Teamwork: <ul style="list-style-type: none"> • A Team player able to work effectively in a team, understanding the strengths and weakness of others to help team development • Able to manage and deliver own course units and contribute to team-taught course units • Able to supervise work of students • Able to contribute to wider school management, administration and initiatives • Ability to create effective relationships with a variety of different people. | Y Y Y | Y Y | Interview Interview Interview Interview Interview |
| Communicating and Influencing: <ul style="list-style-type: none"> • Able to influence desired pupil behaviour • Able to generate enthusiasm in students • Good communication skills, able to clarify and explain instructions clearly | Y Y Y | | Interview Interview Interview |
| Other Skills and Behaviours: <ul style="list-style-type: none"> • Sense of Humour • Ability to stay calm • Empathy with pupils and sympathetic to their needs | Y Y Y | | Interview Interview Interview |

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| <ul style="list-style-type: none"> Professionally discrete and able to respect confidentiality in particular areas | Y | | Interview |
| Teacher Standards: <ul style="list-style-type: none"> Set high expectations which inspire, motivate and challenge Promote good progress and outcomes by pupils Demonstrate good subject and curriculum knowledge Plan and teach well-structured lessons Adapt teaching to respond to the strengths and needs of all pupils Make accurate and productive use of assessment Manage behaviour effectively to ensure a good and safe learning environment Fulfil wider professional responsibilities | Y Y Y Y Y Y Y Y | | Interview Application Interview Interview Interview Application Interview Application |
| Special Requirements: | | | |