Job Description

Post Holder

Post title **Teacher of MFL**

Salary / Scale **MPR**

Accountable to: **Headteacher**

Purpose:	To provide high quality teaching and learning opportunities that encourages, supports and enables students to achieve good progress and outcomes and to be successful learners. To provide pastoral care to students as required and to be aware of individual students mental health and wellbeing needs. To communicate effectively with parents and other stakeholders in order to enhance students development and achievement. **To fulfil and meet the responsibilities and duties as set out in the Teachers' Standards (2012).** **To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.**
Reporting to:	Subject Leader / Director of Learning
Liaising with:	Headteacher, Leadership team, Teaching and support staff & parents/carers and outside agencies (the latter as needed or requested).
Disclosure level:	Enhanced
MAIN CORE DUTIES	
Planning Operational/ Strategic	Using departmental schemes of work, plan teaching to achieve progression in students' learning; Provide clear structures for lessons which maintain pace, motivation, differentiation and challenge for all students and their individual abilities meeting the needs of all learners; Ensure effective use of assessment information in planning future lessons; Plan opportunities to contribute to students' personal, spiritual, moral, social and cultural development; Ensure coverage of the relevant and up to date examination syllabuses and, where applicable, the National Curriculum programmes of study;
Curriculum Provision and Development	Contribute to the development of appropriate schemes of work and preparation of teaching materials at both Key Stage 3 and Key Stage 4; Contribute to the development of the department's termly action plan (when required by SLT) and school's annual improvement plan.
Monitoring, assessing, recording, reporting and accountability	Ensure formative as well as summative assessments opportunities to assess how well students have achieved learning objectives and use this assessment to improve specific aspects of teaching; Set, mark and monitor students' classwork and homework in line with school policy and practice, providing constructive oral and written feedback and set targets for students' progress, according to the school's assessment policy and practice; Assess and record each student's progress systematically, **retaining assessment and homework records for at least three years;** Implement statutory and school-based assessment and reporting requirements; Recognise the level at which a student is achieving and, where applicable, assess students against National Curriculum attainment targets; Use relevant data to set clear targets for students' achievement;

	Monitor & track individual students' progress and employ strategies for intervention at class or department level in liaison with the Subject Leader, where they are underachieving and not reaching their target levels/grades.
Staff development	Take responsibility for personal professional learning and development and keep up to date with research and developments in relevant subjects; To engage actively in the Performance Management Review process. To work as a member of designated teams and contribute positively to effective working relations within the school.
Management information:	To produce reports and data for termly progress checks (TPRs) on students' progress and performance through the school self review system, and provide the Headteacher, Leadership team and Governing body with this information.
Pastoral System:	To act as a form tutor when required and to carry out the duties associated with that role as outlined in the generic job description for teachers. To contribute to students' personal development and citizenship according to school policy. To ensure that the school's behaviour for learning policy & practice is implemented and embedded in practice so that effective learning can take place including the school's zero tolerance approach. Ensure positive praise is given and the school's praise and achievement recognition practice (house points) is applied. To support, develop and promote students' positive wellbeing. To alert the Year Leader to any welfare concerns of a student or tutee. To report any safeguarding or child protection concerns to the DSL or a Deputy in the DSL's absence.
Teaching and Learning	Teach the subject/s identified in the post title in this job description as required; Set high expectations for students' work and behaviour; and ensure the school's policy and practice for behaviour management is followed including the zero tolerance practice; Establish and maintain a purposeful working atmosphere; Using the school's behaviour management system, maintain a high standard of discipline; Establish a safe environment which supports learning; Use teaching methods which sustain the momentum of students' work and keep all students engaged in purposeful learning; Ensure effective teaching so that learning objectives are clear and shared with students; Ensure effective and timely verbal and written feedback to students to assist their progress; To ensure the school and department's marking and assessment policies and practices are followed; Ensure work is differentiated for all students in order to meet their individual needs and to provide appropriate and realistic challenges; Contribute to students' opportunities and enrichment within the department and across the school; Ensure effective management of time and resources; Monitor and intervene when teaching to ensure effective learning takes place; Be familiar with the Special Needs Code of Practice and take account of EHCPs and individual education plans for students when planning lessons, ensuring differentiation and keeping appropriate related records; Ensure that students acquire and consolidate knowledge, skills and understanding in the subject; Participate in the evaluation of teaching at departmental and individual level in order to improve effectiveness.
Other specific duties and additional responsibilities	To lead by example as a classroom teacher, upholding professional conduct and practice at all times in line with the school's Staff Conduct Policy and expectations for practice.

	To play a full part in the life of the school community, to uphold and support its vision and ethos and to encourage and ensure staff and students follow this example. To ensure that at all times you are following the school's Staff Conduct Policy and practice. To actively engage in the performance management process and continue personal development. To undertake any other duty as specified by STPCD and not mentioned above. To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Once having crossed the Threshold: To make a substantial and sustained contribution to the work of the school as agreed with the Headteacher.
Additional Responsibility	Undertake a lunchtime duty at least one a week and be financially remunerated for this role.
Child Safety	We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school's Child Protection, Safeguarding, Whistleblowing & Restraint Policies and practice is adhered to at all times; To be responsible for implementing and embedding the school's safeguarding and child protection policies & practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns. This is to remind staff about the expectation to inform the school where the relationships and associations, both within school and out of the workplace (including online), may have implications for the safeguarding of children in the school. Also to remind staff that if their circumstances change in this regard they inform the school via the Headteacher. Any matters raised will be dealt with confidentially and sensitively.
Intellectual Property Rights	All work in the form of curriculum resources and SOW and any other materials produced for students or staff whilst an employee at Hounsdown, remains within the ownership of the school. As such the school can determine whether this work is shared with others outside of the school. Upon leaving a copy of the work and materials should and must be left within the school (electronically or hard copy).
Health & Safety	To be responsible for following the school's Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns; To be responsible for completing health & safety training as required; To be responsible for the annual completion of your classroom's risk assessment as required by the school.

April 2022

Signed: _____ Date: _____

PERSON SPECIFICATION

The successful candidate is likely to be a person who:

- Is a talented and successful classroom practitioner committed to raising achievement;
- Is a graduate in their subject area who is aware of current developments in the teaching of their subject in secondary schools;
- Has knowledge and experience in the subject area;
- Has good inter-personal and communication skills;
- Is keen to initiate and innovate;
- Is a completer and finisher who meets deadlines;
- Has the drive and commitment to motivate students;
- Has high standards and expectations of students and themselves;
- Has a commitment to raising standards of achievement in the subject area/s;
- Is aware of the contribution the subject area/s makes to the development of the whole child;
- Will be able to make a contribution to the wider education of students at the school;
- Is a confident user, both in the classroom and for administration, of a range of ICT applications.

Selection Criteria for Post of: **Teacher of MFL**	
Qualifications Qualified Teacher Status Degree or equivalent academic qualification	
Experience Subject knowledge including assessment Teaching ability – successful teaching or teaching practice at secondary level, with a commitment to high quality teaching and willingness to share good practice Proven experience of impact in the classroom Evidence of appropriate professional development	
Skills and Abilities Excellent organisational skills and classroom management Ability to plan and teach lessons effectively, so that they are interesting, challenging and enjoyable Ability to motivate and inspire students to want to learn Ability to collaborate positively with colleagues and work towards common goals as a team member Knowledge of current issues in the teaching of the specialist subject Awareness of whole school curriculum and assessment issues Ability to manage students firmly, fairly and effectively – good behaviour management Excellent oral and written skills	
Commitment to Equal Opportunities Excellent ICT skills Commitment to raising levels of achievement	

Good personal presentation – a professional style of dress is expected Excellent attendance and punctuality Understanding of Safeguarding practice and DFE requirements Experience of Safeguarding practice	
Robust and rigorous checks and suitability to work with children	**High Importance**
References Receipt of two supportive references without identification of areas of concern	