

JOB DESCRIPTION

NAME: **TEACHER**

POST TITLE: **Modern Foreign Languages**

PURPOSE OF POST:

- To share and support the aims and objectives of Liskeard School and Community College.
- To share and support the vision and values of the South East Cornwall Multi Academy Regional Trust.
- To plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in your classes.
- To facilitate and encourage an active learning experience that provides students with the opportunity to succeed and achieve their individual potential.
- To monitor and support the overall progress, development and personal growth of students as a teacher and form tutor.
- To actively contribute to the work of a specified subject area(s) and contribute to the raising of student attainment.
- To support other staff within the teams you work.
- To take a full part in the life of the school community.

TO WHOM POSTHOLDER REPORTS:

- As a Subject Teacher: Head of Faculty
- As a Personal Tutor: Head of Year

LINE MANAGED BY: Head of Faculty for main subject taught

GENERIC RESPONSIBILITIES:

Student Learning

1. To plan and prepare courses and lessons for the students in classes assigned to you.
2. To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the relevant subject areas.
3. To contribute to the subject area's evaluation, review and development planning and its implementation.
4. To ensure the effective and efficient deployment of learning and teaching support in your classroom.
5. To maintain appropriate records and to provide relevant accurate and up to date subject area information and for SIMS as required.
6. To monitor student progress and use data to inform teaching and learning.
7. To communicate effectively with students.
8. To communicate effectively with the parents of students.
9. To take part as required in Parents' Evenings, Open Evenings, special events and liaison events with other schools (eg, partner primary schools).
10. To contribute to the development of effective links with external agencies to enhance the learning process.
11. To maintain good order and discipline, and apply the Behaviour for Learning Policy of the school so that effective teaching and learning can take place.

Teaching

1. To teach students according to their learning and educational needs, including the setting and marking of work to be carried out in school and elsewhere.
2. To have high expectations of the students in your classes.
3. To ensure a high-quality learning experience for students.
4. To prepare and update teaching materials.
5. To use a variety of teaching and learning methods that will stimulate learning.
6. To incorporate co-operative learning strategies as part of your teaching.
7. To encourage good practice with regard to standards and quality of work and homework, punctuality and behaviour.
8. To expect and encourage good manners and respect for other people.
9. To assess, record and report on the attendance, progress, development and attainment of students and to ensure records are kept as required.
10. To mark, grade and give written/verbal feedback to the student as required and to engage learners in acting upon the feedback.
11. To provide, or contribute to, oral and written assessments reports and references relating to individual students or groups of students, including Annual Reviews for SEND students.

Staff Learning

1. To take responsibility for your own personal learning and development in your subject area and in teaching pedagogy.
2. To take part in the school's staff learning programme by participating in arrangements for further training and professional development.
3. To work as a member of a subject team; to support colleagues and encourage colleagues to support you.
4. To engage actively in the school's Performance Management process.

Student Personal Well Being

1. To display an awareness, understanding and commitment to the protection and safeguarding of children and young people.
2. If required, to be a Personal Tutor to an assigned group of students.
3. To promote the progress and personal well-being of individual students.
4. To liaise and support the relevant Head of Year and Assistant Head of Year to ensure the development of a year group ethos, and to ensure the implementation of the school's pastoral system.
5. To register the students in their Tutor Group, accompany them to assemblies, deliver the tutorial programme, encourage full attendance and punctuality and encourage them to participate in all aspects of school life.
6. Where required, to support the Head of Year and Assistant Head of Year in:
 - a. evaluating and monitoring the progress of students
 - b. contributing to the target setting for students through personal tutor interviews
 - c. contributing to the annual reports as required
7. To alert staff as appropriate to changes in students' specific circumstances as they arise.
8. To communicate as appropriate with parents of the students.
9. To undertake duty supervision before school, breaks, after school and detentions as rota'd.

All teachers are expected to:

- exercise their general professional duties as laid down in the School Teachers Pay and Conditions Document
- comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified above
- be courteous and provide a welcoming environment to all visitors to the school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

LISKEARD SCHOOL AND COMMUNITY COLLEGE

Person Specification Teacher of Modern Foreign Languages

FACTOR	ESSENTIAL	DESIRABLE	HOW ASSESSED
Knowledge	<ul style="list-style-type: none"> • Appropriate teaching qualification • Detailed knowledge of teaching Spanish and French up to KS3 and KS4 and one or both languages at KS5 • Knowledge about how young people learn • Knowledge of the use of appropriate target setting and monitoring procedures 	<ul style="list-style-type: none"> • Knowledge of Spanish and French related opportunities post school • Knowledge of Primary school and/or Higher Education Spanish and French teaching 	<ul style="list-style-type: none"> • Application • Interview
Skills	<ul style="list-style-type: none"> • High quality teaching skills • Ability to develop effective schemes of work • Ability to teach French and Spanish at KS3 and one or more of these languages at KS4 • Ability to motivate pupils. Appropriate IT skills • Ability to communicate effectively with parents, pupils and other professionals • Ability to add value to pupil outcomes 		<ul style="list-style-type: none"> • Application • Interview
Experience	<ul style="list-style-type: none"> • Experience of teaching Spanish and French in a school setting 		<ul style="list-style-type: none"> • Application • Interview

Personal Attributes	<ul style="list-style-type: none"> • Commitment to the school's vision and values • Passion for learning • Ability to contribute to effective teamwork Ability to relate well to pupils, parents and professionals • Willingness to work in different schools, if required • Committed to own learning • Key qualities: <ul style="list-style-type: none"> ○ honesty ○ integrity ○ hardworking ○ flexibility • Commitment to equal opportunities • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Commitment to foster extracurricular activities. 	<ul style="list-style-type: none"> • Application • Interview
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