

## JOB DESCRIPTION

Position Title:	Teacher of MFL (maternity cover)	Date Finalised	June 2025
Grade (if appropriate):	MPR/UPR		
Contract Type:	Maternity Cover		
Hours:	Full Time (Part-time will be considered)		
Teaching/ Non-teaching	Teaching		
Department:	MFL		
Language:	Knowledge of at least 2 languages (French/Spanish/German)		
Reports to:	Head of MFL		
Start date:	1 September 2025		
Job Summary/Purpose			
<p>The MFL Department at Calthorpe Park School is committed to promoting and motivating progression in all areas of MFL. We have a record of excellence in all our endeavours which have resulted in outstanding examination success. We work cohesively, ensure consistency across all groups of students and have high expectations for all.</p> <p>As a Teacher of MFL, you will be responsible for developing and delivering engaging lessons to students in KS3 and KS4.</p> <p>Your role involves:</p> <ul style="list-style-type: none"><li>• Planning and implementing lessons that engage and inspire students.</li><li>• Creating a positive climate for learning, meeting students' individual learning needs ensuring all students have the opportunity to reach their full potential.</li><li>• Monitoring and supporting the overall progress and development of students as a teacher and form tutor.</li><li>• Maximising student progress and attainment.</li><li>• Sharing and supporting the school’s responsibility to provide and monitor opportunities for personal and academic growth.</li><li>• Safeguarding children.</li></ul>			
Key Responsibilities			
Curriculum			
<ul style="list-style-type: none"><li>• To contribute to the process of curriculum development and change to ensuring challenge, rigour and accessibility whilst also meeting the demands of government policy, requirements of awarding bodies and supporting the school’s mission, aims and priorities.</li><li>• To collaborate with other teachers and staff to develop curriculum and share best practices.</li></ul>			
Teaching Responsibilities			
<ul style="list-style-type: none"><li>• To be responsible, through the delivery of effective teaching and consistent adherence to the school’s aims, objectives and policies, for facilitating students to learn effectively, develop personally and achieve their individual potential.</li><li>• To implement, provide and engage students in an appropriately broad, balanced, relevant and ambitious curriculum which is accessible to all students.</li></ul>			

- To adhere to the delivery of a designated programme of study
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the curriculum.
- To engage in formative and summative assessments in line with Calthorpe Park assessment and reporting processes mirroring the demands of awarding bodies.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and resource Schemes of learning.
- To engage in the process of using data to inform planning and intervention as a teacher/form tutor.
- To contribute raising standards in terms of student progress and attainment
- To maintain high standards of behaviour in line with school expectations ensuring school policies and protocols are upheld at all times
- To promote and model the school's values
- Manage student health and safety effectively
- Promote positive relationships between all stakeholders to maximise student progress and outcomes.
- Facilitate a learning environment which is inclusive, and all students are valued equally.

### **Management Information**

- To maintain appropriate records using the school's systems and to provide accurate information within published timescales
- Support all school endeavours, including but not limited to, improving student attendance.
- Use data to inform planning, intervention and improve student outcomes.

### **Staff Development**

- Participating in professional development to stay current with educational trends and methodologies.
- To actively engage in the school's performance review process.
- To ensure the effective/efficient deployment of resources including support staff
- To work as a member of a designated team and contribute positively to effective working relations within the school.
- To stay abreast of pedagogical and educational developments which can improve curricular delivery and pastoral care

### **Communications:**

- To follow agreed policies for communications within the school.
- To attend meetings in accordance with the school's policy and as outlined on the school calendar
- To communicate effectively with all stakeholders.

### **Pastoral Duties**

- To be a form tutor to an assigned group of students.
- To deliver Calthorpe Character Education and PHSE where required
- To promote the general progress and well-being of individual students and of the form tutor group as a whole

- To liaise with the Head of House to ensure the well-being and educational development of their assigned students.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parent of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the behaviour management procedures so that effective learning can take place.

#### **Professional Duties**

- To carry out professional duties as detailed in the Conditions of Service.
- To act as a mentor and role model for students, providing guidance and support for their academic and personal growth.

#### **Other specific duties**

- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed.
- To play a full part in the life of the school, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example.
- To contribute to the school's provision of extra-curricular activities such as clubs, sports or school events, to support a well-rounded educational experience.
- To undertake any other duty as specified by the Associate Leader – Head of Department or the Headteacher not mentioned above.

**Are there line management responsibilities?**

No

**Other relationships within the school i.e. which parts of the school will this role work closely with?**

- Pastoral Team
- Reflection Room Team
- Attendance Team
- Inclusion Team

**External Relationships i.e. which external stakeholders will this role work closely with?**

- Parents / Carers

**Critical Skills**

- Strong interpersonal skills.
- Exceptional communication skills.
- Strong organisational skills.
- Ability to meet deadlines.
- Ability to provide appropriate scaffolding and support to enable all students to achieve their potential.
- Ability to demonstrate patience and resilience.
- Ability to make accurate and productive use of assessment.
- Ability to manage behaviour effectively to ensure an effective and safe learning environment.

- Commitment to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Ability to demonstrate proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.
- Understanding of, and always act within, the statutory frameworks which set out the professional duties and responsibilities of teaching staff.

**What financial responsibility (if any) does this position have?**

None

**Experience, Qualifications, Technical Requirements, Education**

**Required/Preferred**

QTS Status	Required
Knowledge and understanding of the curriculum subject	Required
Able to make good use of ICT as a learning resource	Required

*Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.*

*Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.*