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## TEACHER OF MFL : JOB DESCRIPTION

**Job Title** : **Teacher of MFL**  
**Responsible to** : **Head of MFL**  
**Contract** : **Permanent**

The current conditions of employment of school teachers as laid down by the Department for Education will apply.

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### 1. TITLE AND GRADE OF POST

Teacher of MFL - Main Pay Scale (Dependent on experience)

### 2. PURPOSE OF THE JOB

To teach pupils within the school and to carry out such other associated duties as are reasonable assigned by the Headteacher. Also to participate in the development of appropriate syllabi, materials and schemes of work if required.

### 3. RESPONSIBLE TO

The postholder is responsible to the Headteacher in all matters, to the Head of MFL in respect of curricular matters and the Heads of Year in pastoral matters.

### 4. LIAISING WITH

The postholder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

### 5. PARTICULAR RESPONSIBILITIES

**The particular responsibilities attached to the teaching post are as follows:**

- To teach, according to their educational needs, pupils assigned to him/her in the allocated classes, including the setting and marking of work.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Undertake a designated programme of teaching.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To attend and contribute to department meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school as a whole.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To take part in the school's staff development programme by participating in arrangements for further training and professional learning. To continue own professional development in relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process of the school.
- Monitor and report to parents on the progress of pupils in line with the school's procedure.
- To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with the Head of MFL or Headteacher.

## 6. ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)

### To be the form tutor of an assigned group of pupils:

- To promote the general progress (using the data provided by the Positive Behaviour Referral System) and wellbeing of individual pupils and of the group as a whole.
- Register pupils' attendance daily, recording absences etc. on the Progresso system. Completing the weekly update, uniform checks, check and sign Homework Diaries weekly, write and compile reports as required.
- Escort pupils to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- To deliver the planned PSCE programme.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.

### PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

### SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

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| <b>Signed:</b><br>Postholder  | <b>Date:</b> |
| <b>Signed:</b><br>Headteacher | <b>Date:</b> |

*The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.*

*Hollingworth Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school which is wholly owned, leased or operated and occupied by the school.*

