

Cotswold Beacon Academy Trust

Job Description

Position:	Teacher of Modern Foreign Languages
Name:	
Relationships:	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> • the Principal in all matters • the Head of Department with respect to teaching, timetabled activities, assessment, monitoring and curriculum development • Pastoral leader(s) with respect to pastoral matters and the work of the form tutor <p>The post holder also interacts on a professional level with colleagues and seeks 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.</p>
Location:	Based at: Marling School
Hours/days worked:	

Purpose / Overall Objective
To teach students within the school and to carry out such other associated duties as are reasonably assigned by the Principal, including that of being a form tutor.
Key Tasks
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Inspire pupils with an enthusiasm for the subject and a love of learning. • To teach, according to their educational needs pupils assigned to him/her in their allocated classes. • Use a variety of methods and approaches (including differentiation) to match curricular objectives to the range of pupil needs and ensure equal opportunity for all pupils. • To plan, teach, mark and assess work in accordance with school and departmental policy, following the National Curriculum, examination syllabi and departmental schemes of work as appropriate. • Work effectively as a member of the department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan, the development of schemes of works and shared resources and by implementing and monitoring change. • Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement. • To incorporate the Every Child Matters agenda as appropriate into the curriculum • To develop the use on new technologies to enhance teaching and learning • Set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning. • To maintain high standards of discipline in accordance with the school's procedures, and to encourage good practice with regards to punctuality, behaviour, standards of work and homework. • Implement new initiatives, school, local or national, by adapting classroom procedures, accordingly, monitoring progress and reflecting on pedagogical outcomes. • To develop literacy and numeracy within the curriculum • To liaise with support teachers, classroom assistants, exams officer and other staff where appropriate. • To monitor and oversee the use and storage of books, stationery and other teaching materials related to their teaching, observing any Health and Safety Regulations. • To ensure that that the teaching room provides a stimulating learning environment. • To adhere to all the school's policies.

Cotswold Beacon Academy Trust

Job Description

Monitoring, Assessment and Reporting

- To ensure that all assessment and recording for the pupils in their charge is undertaken accurately and in line with school policy.
- Assess pupils' work systematically and in relation to student targets and to use the results to inform future planning, teaching and curricular development.
- To produce clear, accurate and informative reporting to parents, whether oral or written, on students progress as directed by their Line Manager / Head of Department.
- To monitor progress against targets set and take appropriate action on pupil outcomes, liaison with their Line Manager / Head of Department where student progress is a cause for concern.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, assessment procedures, level descriptors and specifications for examination courses.
- To keep up to date with current developments in the subject area and to attend relevant training, both internal and external as agreed with their Line Manager / Head of Department.
- To attend and contribute to departmental meetings as requested by their Line Manager / Head of Department.

Additional Duties

- To be a Form Tutor if required and to carry out the duties as specified in the separate Job Description of a Tutor.
- To carry out agreed and reasonable supervisory duties as detailed by the Headteacher.
- Participate in the Performance Management process.
- To contribute to the school ethos by helping to maintain good order, appearance and discipline of all students within and beyond the classroom.
- To participate in meetings with colleagues and parents relative to the post.
- Undertake other tasks as reasonably requested.

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Signed:

Signed: Headteacher

Date:



Cotswold Beacon Academy Trust

Job Description

PERSON SPECIFICATION	Essential	Desirable
Educational Qualifications:	<ul style="list-style-type: none"> • First degree related to subject to be taught. • Teaching qualification in relevant subject. 	
Teaching Experience	<ul style="list-style-type: none"> • Ability to teach Spanish up to A-Level • Experience of successfully planning, delivering and evaluating a scheme of work or series of lessons. 	<ul style="list-style-type: none"> • Ability to teach French at KS3/KS4
Knowledge and Skills	<ul style="list-style-type: none"> • Outstanding subject knowledge and an awareness of current developments in their subject. • Capacity to raise achievement through motivating and inspiring students • To be able to foster a culture of high expectations and achievement within the department • Thorough understanding of the subject curriculum • Very high levels of competency in differentiation, assessment and teaching strategies that promote student progress • Have strategies to engage students across the ability range • Excellent ICT skills • An ability to communicate effectively with parents, students and staff in a variety of ways • An ability to think originally & creatively 	
Personal Attributes	<ul style="list-style-type: none"> • A passion for teaching and learning • A commitment to improving their own practice. • Personal initiative. • Ability to communicate enthusiasm for Foreign Languages. • Excellent attendance record. • Good sense of humour & ability to remain cool under pressure. • An understanding and commitment to equality of opportunity for all. • Able to work well within, and contribute to, a team 	
Professional Attributes	<ul style="list-style-type: none"> • A high level of organisational skills in lesson preparation and delivery. • A recognition that learning extends beyond the classroom and a willingness to engage in extra-curricular activities. • Excellent inter-personal and communication skills • A belief that Every Child Matters • Able to prioritise and meet deadlines 	<ul style="list-style-type: none"> • Able to interpret and act upon data for assessment
Other	<ul style="list-style-type: none"> • Has an excellent understanding of safeguarding in an educational setting 	<ul style="list-style-type: none"> • To be willing to engage in extra-curricular activities across the school