***Modern Foreign Languages (MFL) Teacher***

**JOB DESCRIPTION**

**FULL-TIME (Part-time considered) PERMANENT MFL TEACHER OF SPANISH (with French desirable but not essential)**

**(Subject Lead opportunity dependent on experience and skills)**

Responsible to: **Headteacher**

Salary: **Main Scale/UPS**

1. **Teaching Responsibilities**

* To teach MFL to groups of students from all abilities across years 6-8
* To ensure that all lessons are planned with clear aims and objectives.
* To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
* Liaise closely with the SENCo regarding the learning needs of students
* To take into account the differing ability lessons of students and differentiate work accordingly.
* To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
* To ensure that the classroom atmosphere is positive at all times.
* To encourage and foster intellectual curiosity.
* To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
* To check that all subject matter is effectively communicated and understood by all groups of students.
* To set appropriate tasks and challenges for homework and to ensure that it is regularly marked with feedback designed to promote further learning.
* To keep careful records of students’ progress in line with departmental and school policy.
* To ensure that there is a high standard of learning & display work in the classroom.
* To keep work areas tidy and well organised.
* To attend scheduled meetings in the MFL Department and school.
* To work with colleagues in the MFL Department to formulate plans which have coherence and relevance to the needs of the individual students at St Egwins
* To ensure that all work in the MFL Department reflects the distinctive ethos of St Egwins.
* To take part/organise events such as trips and First/High School liaison.
* To ensure the maintenance of accurate and up-to-date information on all classes taught.
* To make use of analysis and evaluation of student data.
* Produce departmental assessment data and reports.
* To identify and take appropriate action on issues arising from data, systems and reports.

1. **Staffing**

* Fully understand and comply with the school's policy on safeguarding. Remain alert to pupils’ pastoral needs and provide appropriate support.
* To carry out the normal duties of teachers as set out in the School Teachers’ Pay and Conditions and comply with the Teachers’ Standards.
* To read and adhere to all procedures as set out in the Staff Code of Conduct.
* To continue own personal and professional development.
* To undertake Performance Management according to the school’s PM schedule.
* To promote teamwork within the Department.
* To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
* To carry out a share of supervisory duties in accordance with normal school schedules.
* To participate in appropriate meetings with colleagues and parents.
* To proactively uphold the school’s behaviour and uniform policies on a daily basis.
* Actively promote the School’s policies at all times.
* Comply with the School’s Health and Safety Policy at all times.

1. **Communication**

* To ensure effective communication and consultation with colleagues, parents/carers, governors and any other relevant stakeholders.

1. **Pastoral Responsibilities**

* To act as a Form Tutor and carry out all of the responsibilities linked with that role.
* To monitor and support the pupils within your Tutor Group.
* Liaise closely with the Designated Teacher for Safeguarding regarding students’ welfare needs.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher or member of the Senior Leadership

*The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.*