



Subject Teacher

Title of Post: Teacher of MFL

Salary: Pay Spine

Responsible to: Head of Department

Post Concept:

The purpose of the post is to create a role in school with direct responsibility for the discharge of the teaching-learning function in relation to students. Integral to this role is a responsibility for the promotion of the general progress and well-being of individual students and groups of students assigned to the teacher concerned. The purpose of the post will be fulfilled principally through work with students, teachers, parents and other adults with a legitimate concern for the progress, welfare and development of those students. All teaching staff are subject teachers. The post should be discharged in addition to duties as a form tutor (where assigned), any responsibility post, and other general professional duties as set out in the Conditions Employment of School Teachers.

Main Duties and Responsibilities

1. To register classes taught at the commencement of the lesson.
2. To plan and prepare courses and lessons appropriate to each class assigned to him/her, in written form.
3. To teach, according to their educational needs, classes assigned to him/her, recording teaching activity in the format.
4. To regularly set, mark and record homework for all students, according to the school homework policy and schedule.
5. To maintain classroom discipline and a safe working environment for students, observing all LEA and school guidelines with regard to the welfare, health and safety of students.
6. To implement process of assessment, recording and reporting on the development, progress and attainments of students taught.
7. To set and mark examination papers (in consultation with the Head of Department) as and when required by the Head of Department.
8. To maintain an up-to-date professional knowledge of developments within his/her subject area, reviewing from time-to-time methods of teaching and programmes of work.
9. To participate in arrangements for his/her further training and professional development as a teacher.



10. To attend all appropriate professional meetings as defined in the school Time Budget policy document.
11. To participate in arrangements for cover for absent colleagues, and if absent as far as is reasonably practicable, to provide work for classes affected.
12. To co-operate and participate with the Head of Department in Departmental administration, activities and management.
13. To maintain a stimulating working environment, principally through display material.
14. To implement, in a professional manner, agreed School, Faculty and Departmental policies.

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Budget Policy and have regard to a Teacher's Conditions of Employment.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Profile of Successful Candidate

- Graduate qualification appropriate to the post
- Evidence of quality teaching/subject ability
- Enthusiasm/commitment to job/ability to form good professional relationships
- Support for Senior Management
- Willingness to contribute to extra-curricular activities
- Sound health record

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



THE ELTON HIGH SCHOOL

PERSON SPECIFICATION

POST: TEACHER OF MFL

QUALITIES & ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCED BY
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TEACHING

Qualified teacher status	✓		Application
Degree or equivalent	✓		Application

PROFESSIONAL KNOWLEDGE/UNDERSTANDING

Knowledge of current good practice in Teaching and Learning including the OFSTED model of T and L judgements	✓		Application/Selection Activities
Knowledge and understanding of relevant subject NC and GCSE requirements	✓		Application/Selection Activities
To be a good classroom practitioner	✓		Application/Selection Activities
Good ICT skills	✓		Application/ Selection Activities

MANAGEMENT

Evidence of good student management and discipline	✓		Selection Activities
A commitment to raising standards and evidence where this has been achieved	✓		Application/Selection Activities
Ability to develop effective professional relationships	✓		Application/Selection Activities
Evidence of good organisational and planning skills	✓		Selection Activities

GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS

An effective team member, but can think and work independently	✓		Selection Activities
Able to motivate students	✓		Selection Activities
Commitment to undertake personal and professional development	✓		Selection Activities
Strong interpersonal skills, with good sense of humour	✓		Selection Activities
Enthusiastic and ambitious	✓		Selection Activities
To be a caring and committed professional	✓		Selection Activities
A good health and attendance record	✓		Reference
Willingness to be involved in the wider life of the School/extra curricular activity	✓		Selection Activities

Selection activities will include interviews, classroom observation or other activity as decided. References will be considered prior to appointment, contributing to judgements on the above.