

# JOB DESCRIPTION

<b>NAME:</b>	MFL Teacher
<b>POSITION:</b>	Classroom Teacher
<b>REPORTS TO:</b>	Curriculum Leader
<b>RESPONSIBLE FOR:</b>	Contributing to the teaching of the school's curriculum, primarily in the subject(s) specified
<b>GRADE:</b>	Main Pay Range

<b>1.</b>	<p><b>KEY PURPOSE OF THE JOB</b></p> <p>To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, LA and school policies.</p>
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<b>2.</b>	<p><b>MAIN ACTIVITIES</b></p> <p><b>Teaching:</b></p> <ol style="list-style-type: none"> <li>1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.</li> <li>2. To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.</li> <li>3. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.</li> <li>4. To set high expectations which inspire, motivate and challenge pupils. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.</li> <li>5. To provide children with opportunities to manage their own learning and become independent learners.</li> <li>6. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.</li> <li>7. To create a secure, safe, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.             <ol style="list-style-type: none"> <li>a. To maintain a high standard of display and order both in the classroom and in other areas of the school.</li> <li>b. Promote good progress and outcomes by pupils.</li> </ol> </li> <li>8. To demonstrate good subject knowledge and curriculum knowledge</li> <li>9. To plan and teach well-structured lessons.</li> <li>10. Adapt teaching to respond to the strengths and needs of all pupils.</li> <li>11. To make accurate and productive use of assessment.</li> <li>12. To make appropriate educational provision for children with SEN, GTMA and those learning EAL.</li> </ol>
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<b>3.</b>	<p><b>PROFESSIONAL EXPECTATIONS</b></p> <p><b>Working with children:</b></p> <ol style="list-style-type: none"> <li>1. To manage behaviour effectively to ensure a good and safe learning environment.</li> <li>2. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.</li> <li>3. To have due regard for the safeguarding and wellbeing of all children at the school.</li> <li>4. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.</li> <li>5. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.</li> <li>6. To liaise with support staff both school based, from the LA &amp; from other external bodies as required.</li> <li>7. To take responsibility for the management of other adults in the classroom.</li> <li>8. To work with subject and team leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.</li> <li>9. Public Examinations</li> </ol>
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	<p><b>WORKING WITHIN A SCHOOL SETTING:</b></p> <ol style="list-style-type: none"> <li>1. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.</li> <li>2. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.</li> <li>3. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.</li> <li>4. To contribute to the maintenance of a caring and stimulating environment for pupils.</li> <li>5. To make a positive contribution to the wider life and ethos of the school.</li> </ol>
4.	<p><b>SCHOOL ORGANISATIONAL OBJECTIVES</b></p> <p>The Post holder will contribute to the school's objectives in service delivery by:</p> <ul style="list-style-type: none"> <li>• Enactment of Health and Safety requirements and initiatives as directed.</li> <li>• Ensuring compliance with Data Protection legislation.</li> <li>• At all times operating within the school's Equal Opportunities framework.</li> <li>• Commitment and contribution to improving standards for pupils and school improvement as a whole.</li> <li>• Ensuring the safeguarding of all pupils.</li> </ul> <p>Demonstrating consistently high standards of personal and professional conduct.</p>
5.	<p><b>PUBLIC EXAMINATIONS</b></p> <ul style="list-style-type: none"> <li>• Participate in arrangements for preparing pupils for public examinations and for assessing pupils for the purpose of such examinations: recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting, such examinations where a teacher's professional skills and judgement are required.</li> </ul>
6.	<p><b>CONDITIONS OF SERVICE</b></p> <p>Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by The 1590 Trust.</p>
7.	<p><b>SAFEGUARDING - and Promoting the Welfare of Children and Young People</b></p> <ul style="list-style-type: none"> <li>• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.</li> <li>• To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.</li> </ul>
8.	<p><b>SPECIAL CONDITIONS OF SERVICE</b></p> <p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.</p> <p>The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.</p>
9.	<p><b>EQUAL OPPORTUNITIES</b></p> <p>The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.</p>