



The Wavell School

Teacher of Modern Foreign Languages

POST:	Teacher of Modern Foreign Languages
REPORTING TO:	Director of Modern Foreign Languages
PAY SCALE	MPR/UPR
GENERAL TEACHING DUTIES	To maintain and build upon the Professional Standards achieved in the award for QTS
KEY RESPONSIBILITIES:	Teaching & Learning 1. To manage student learning through effective teaching in accordance with the Department's Schemes of Work and policies. 2. To ensure continuity, progression and cohesiveness in all teaching. 3. To use a variety of methods and approaches (including agile teaching) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students. 4. To set homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning. 5. To work with Learning Support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons. 6. To work effectively as a member of the F to improve the quality of teaching and learning. 7. To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement. 8. To use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure promoting their self-esteem. Monitoring, Assessment, Recording, Reporting, and Accountability 1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge. 2. To contribute towards the implementation of PLPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets. 3. To assess students' work systematically and use the results to inform future planning, teaching and curricular development. 4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. 5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
Skills & Knowledge	Subject Knowledge & Understanding 1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses. 2. To keep up to date with research and developments in pedagogy and the subject area. Professional Standards & Development 1. To be a role-model to students through personal presentation and professional conduct.

	2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. 3. To cover for absent colleagues as is reasonable, fair and equitable. 4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. 5. To be familiar with the School and Department documents and support all the School's policies, e.g. those on Health and Safety, Literacy and PSHE. 6. To establish effective working relationships with professional colleagues and associate staff. 7. To strive for personal and professional development through active involvement in the School's appraisal system and performance development procedures. 8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. 9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. 10. To liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare. 11. To undertake any reasonable task as directed by the Director of Curriculum. 12. To be aware of the role of the Governing Body of the School and to support it in performing its duties. 13. To consider the needs of all students within lessons (and to implement specialist advice) especially those who: • have SEN; • are more able; • are EAL. • are disadvantaged – FSM/E6/Military/LAC. 14. To be a Form Tutor 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.
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Compiled by: Emma Wright	
SLT Link: Andrew Pett	Date: January 2026