



Hall Park Academy

Teacher of Spanish or French (Second in Department)

Job Description

Location: Hall Park Academy

Salary: Redhill Academy Trust Teachers Pay Scale, M1 – UPS3, plus TLR2B

Hours of work: Full time, permanent

Responsible to: Head of MFL Faculty

Post objective: To teach agreed subjects and ensure all students reach their potential. Responsible for timetabled lessons; preparation of teaching materials; regular, high-quality assessment of students' work; maintaining and using assessment data; pastoral care of a Form Group.

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Main Duties:

Teaching, Learning and Quality Assurance

- To form part of the leadership of the subject alongside other post-holders
- To lead on aspects of the MFL curriculum in a Key Stage and/or subject specialism
- To act as a role model to other members of the department
- To keep abreast of syllabus changes and other curriculum initiatives. Attend relevant meetings and courses; provide feedback and lead department training as appropriate
- To support and promote developments in teaching and learning within MFL
- To monitor the quality of teaching and learning within MFL
- To assist in the development and delivery of an appropriate curriculum for students within MFL which engages and enables them to achieve their full, including extra-curricular provision
- To help develop support strategies for SEND students
- To co-ordinate internal testing and examinations within a Key Stage or subject specialism, including its Quality Assurance and use the data generated to monitor student performance
- To use the school assessment calendar to co-ordinate and monitor the timing and writing of assessments, including assessment for learning, to assure quality and consistency across a Key Stage or subject specialism

- To assist in the development of an appropriate climate for learning through the setting of high expectations
- To assist in the development of appropriate frameworks for marking and assessment in a Key Stage or subject specialism
- To work to ensure that the Department's teaching meets the needs of all students, including the effective management of behaviour
- To report to the Head of Faculty to support any school meetings where discussion of students' data in a Key Stage and/or subject specialism is required
- To report to SLT and Governors in an agreed format, alongside the Head of MFL, on the performance of students at a Key Stage or subject specialism
- To use the outcomes of self-evaluation to contribute to setting the strategic direction of the department and creating an appropriate development plan
- To meet with the Head of Faculty and other post holders as required to facilitate the above.

Pastoral System

- To monitor and support the overall progress and development of students within the subject.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to, and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the duties of a Form Tutor.
- To ensure that the Behaviour Policy is implemented within the subject so that effective learning can take place.
- To support colleagues within the subject in the management of students' behaviour

Additional duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other specific duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for

disabled job applicants or continued employment for any employee who develops a disabling condition.



Hall Park
Academy

Teacher of Spanish
or French (Second in
Department)

Person Specification

	Essential	Desirable
Qualifications	Qualified teacher status Degree or equivalent	Good Honours Degree Further relevant qualifications
Teaching	<p>Able to teach full range of ability 11-18 in French or German.</p> <p>Able to create an excellent climate for learning within teaching area.</p> <p>Able to use a range of strategies to promote learning.</p> <p>Able to manage and encourage good behaviour.</p> <p>Able to develop positive and meaningful relationships with students.</p> <p>Able to make appropriate use of ICT for learning.</p> <p>Understanding of how to use data to inform planning and improve students' performance.</p> <p>Understanding of what makes an engaging, challenging and ambitious curriculum.</p> <p>Understanding of a range of assessment for learning approaches, including grades where appropriate.</p> <p>Able to communicate with students, parents and carers about student's progress.</p> <p>Participation/development of co-curricular activities.</p>	<p>Able to teach second language.</p> <p>Able to develop best practice through wide range of imaginative approaches.</p> <p>Engaged with developments in teaching and learning strategies to raise achievement.</p> <p>Engaged with developments in the sequencing of the MFL curriculum</p>

Personal Qualities	Enthusiasm Team-working skills Reliability and Integrity Personal Organisation Flexibility	Strategic Planning Engagement in own continuous professional development Motivational skills
---------------------------	--	--