



Job Title	MFL Teacher
------------------	-------------

Salary	Main point scale
---------------	------------------

Aim and main purpose of the job

To support, hold accountable, develop and lead a team of teachers focusing on a discrete curricular area, to ensure high standards of teaching and learning and the well-being of staff and students.

Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- For Newly Qualified Teachers, to attend INSET and other professional development activities required in an agreed action plan so as to meet the national standards for the Induction Year.
- To keep informed about the key priorities identified in the School Development Plan, associated department development plans and his/her responsibilities agreed upon within it.

Planning, Teaching and Classroom Management

- To teach across a range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Headteacher and Head of Department.
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, SEN (including IEPs).
- Use a variety of teaching approaches which identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for statemented pupils, including monitoring progress on IEPs.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.

Monitoring, Assessment, Recording and Reporting

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parent's/carers appropriate targets for their child, and encourage them to support their child's learning, behaviour and progress.

Other Professional Responsibilities

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role.
- To undertake supervisory duties before school, at break or after school as required.
- To attend department and other school meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- For staff who have reached the Threshold, to keep evidence of their ability to maintain the Professional Standards.
- Every teacher is involved in the school's system of Performance Appraisal. Each teacher should set objectives each year with their team leader.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher

Details of Line Management

Teachers are line managed by Heads of Department and Heads of Year in respect to their work as a tutor.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.