**JOB DESCRIPTION**

**Post:** Teacher of **MFL**

**Reporting to:** Head of Faculty/Department

**School type:** Batley Grammar School is an independent state funded Free School

**Role:** To deliver outstanding teaching and learning of MFL and achieve excellent results for their students and impact on the Free School more widely.

This job description should be read in conjunction with the professional standards. It may be amended at any time following discussion between the Head of School and the member of staff, and it is to be reviewed annually.

**Professional Responsibilities:**

The current School Pay Policy and the Teachers Contract specifies the conditions of employment as a teacher at Batley Grammar School. Teachers on the Batley Grammar School MPS should work in line with the Teacher Standards and meet the performance expectations for their particular career stage.

**Key Responsibilities**

* Plan, resource and deliver lessons to a high standard that ensure real learning takes place and students make good progress;
* Provide a nurturing classroom and school environment that helps students develop as learners;
* Help to maintain discipline in the classroom and across the whole school so that the behaviour of students in the classroom is consistent with the agreed standards of behaviour in the school;
* Contribute to the effective working of the school.

**Main Core Employment Duties**

**Teaching and Learning**

* With the direction from the Head of faculty/department/teacher in charge of a subject, plan and prepare effective teaching modules/units and lessons;
* Teach engaging and effective lessons that motivate, inspire and improve pupil attainment;
* To deliver appropriately differentiated activities to meet the learning needs of all pupils;
* Use regular assessments to monitor progress and set targets;
* Respond accordingly to the results of such monitoring;
* Ensure that all students achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving;
* Maintain regular and productive communications with parents, to report on progress, sanctions and rewards and all other communications;
* To promote high standards of care and presentation and the emphasise positive achievement;
* Have knowledge and awareness of the National Curricular requirements for your subject and best practice in MFL education;
* Using ICT as a tool to enhance learning for pupils in MFL;

**School Ethos**

* Help create a strong school community, characterised by consistent, orderly behavior and caring, respectful relationships;
* Help to develop a faculty/department culture and ethos that is utterly committed to achievement;
* Maintaining a high quality level of visual display within the classroom;
* Willingness to contribute to extra-curricular activities.

**Staffing**

* To keep up to date with developments in your subject area(s);
* To work with the Head of Faculty/Department to design and deliver a successful subject curriculum so that it meets the aims of the school and the needs of all pupils;
* To work with the Head of Faculty/Department, SENCO to measure that the individual needs of students within teaching groups are met.

**Preparation**

* To follow the specification and schemes of work devised in your department;
* To work in line with departmental and whole school policies;
* To prepare well for every lesson to meet the outcomes of the lesson;
* To set work for all classes, both pastoral and subject areas, if absent from school;
* Keep up to date with developments in your subjects area(s);
* To help to develop resources to enable courses to be delivered effectively.

**Assessment/Recording and Reporting**

* To pride constructive comments designed to correct misunderstanding and to consolidate learning when marking students’ work;
* To take a register of students’ attendance at all lessons;
* To report to parents/careers through parent meetings, options evening, less formal meetings or in writing as required.

**Other**

* Undertake other various responsibilities as directed by the Head of Faculty/Department/Subject Leader or member of the SMT;
* Assistance in pastoral responsibilities, normally in the role of form tutor.

**Generic duties and responsibilities for all Batley Grammar School staff**

**Data Protection**

* Being aware of the school’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act’s guidance.

**Child Protection**

* work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training every three years and reporting any concerns to the Designated Safeguarding Lead.

**Confidentiality**

* Treating all information acquired through your employment, both formally and informally, in strict confidence.

**Equal Opportunities**

* Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

**Health and Safety**

* Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School’s Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use protective equipment where necessary and report defects and hazards to management.

**Professional Standards**

* Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed which reflect the expectations we have for students and pupils (Head’s decision is final);
* All staff should arrive on time to commence their duties as described by their contracts;
* All staff are expected to attend on the days covered by their specific contract;
* All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
* All staff are expected to treat each other, parents, students and member of the public with respect;
* Promote the school in the wider community.

**Contributing as an effective and collaborative member of the School team**

* Participating in training, as appropriate, to be able to demonstrate competence;
* Participating in First Aid training if required;
* Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
* Championing the professional integrity of the School;
* Supporting Teaching and Learning focus and the electronic management of processes;
* Actively sharing feedback on School policies and interventions;
* Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Head.

January 2018