



## DRAFT JOB DESCRIPTION

ROLE PROFILE:	MFL Teacher – Spanish and either French or German
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### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Director of Learning – MFL

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- PART 1** You are required to carry out the duties of a schoolteacher as set out in the relevant paragraphs of the current Schoolteachers' Pay and Conditions document.
- PART 2** The post requires you to teach pupils in the age range 11-16.
- PART 3** You are required to carry out such particular duties which form part of the relevant sub-paragraphs and paragraphs of The Document as the Headteacher may reasonably direct from time to time.

*In addition you are required to undertake the following responsibilities within the framework of School Policy, LEA and National regulations.*

**To exercise the authority delegated from the Headteacher to ensure that all aspects of the Job Description are effectively delivered within the terms of "The Document" and to be accountable for each aspect to the appropriate colleagues as detailed below.**

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### TEACHING, LEARNING AND THE CURRICULUM

- Teach Spanish and either German or French across the whole age and ability range, taking account of any IEPs, IBPs and PSPs.
  - Assist the Director of Learning with developments within MFL, including schemes of work and resources.
  - Ensure lesson planning is maintained and recorded in the Teacher's Planner.
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### MONITORING AND EVALUATION

- Ensure compliance with the school policy on marking, assessment, recording and reporting, including Wildern Assessment Database.
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### MANAGING RESOURCES

- Manage learning resources within the classroom including issue and return.

## LEADING AND MANAGING PEOPLE AND RELATIONSHIPS

- Set expectations of pupils within the context of school policies in relation to:  
*working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitudes;*  
*encouraging moral and spiritual growth and civic and social responsibility;*  
*ensure team working and mutual support by developing, fostering and promoting positive working practices and relationships.*
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## IMPROVEMENT

- Take responsibility for identifying areas for personal and professional development to improve pupils' learning and liaise with Director of Learning.
  - To keep and update a Professional Development Portfolio.
  - Contribute to the appropriate section of the School Strategic Plan, meeting agreed timescales and success criteria.
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## ACCOUNTABILITY

- Prepare minutes for the Curriculum Area on a rota basis as designated by the Curriculum Leader.
- Represent the Curriculum Area, as advised, on the appropriate working groups and/or Area Consortium groups.
- Be responsible for all aspects of your classroom, its contents, surrounding areas, including Health and Safety and reporting defects.

**NOTE 1** The days are to be specified by the Head of School under paragraph 40.2 of The Document and the hours allocated by the Head under paragraph 40.3 of The Document shall be the subject of a separate statement issued by the Head of School.

**NOTE 2** The job description may be reviewed at the end of the Academic Year or earlier if necessary. In addition it may be amended at any time after consultation with you.

**NOTE 3** The school timetabled day is between the times of 8.00 am and 5.00pm. Teachers will be required to fulfil their 1265 hours within the range of the school day that may vary on an annual basis.

**NOTE 4** Additional non contact periods above the schools normal allocation may be used for cover periods in excess of 38 hours.

Date Prepared: 31<sup>st</sup> March 2014

Prepared By:

Date Reviewed:

Reviewed By: