**Post Title: Teacher of German**

**Job Grade: MPR / UPR**

**Responsible to: Head of MFL**

**Introduction:**

Our agreed Appraisal / Performance Development Policy will be used to review all teachers’ performance throughout the year. This job description will be used as part of the Review Process.

**Job Purpose:**

Under the reasonable direction of the Principal, the post holder will be expected to carry out the professional duties of a teacher as set out in the Teachers’ Standards, to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

**Key Processes**

All teachers are expected to contribute to the following processes:

* Raising student achievement through high quality teaching and learning.
* Planning schemes of work/lessons and related homework activities.
* Rigorous assessment of student progress, target setting and record keeping.
* Reporting of student progress.
* Celebrating student achievement.
* Intervention and support for underachieving students.
* Liaising with parents/carers.
* Safeguarding
* Health and Safety
* Upholding the Academy’s values and implementing policies and procedures.
* Appraisal / Performance development arrangements.
* Continuing Professional Development.

**The main responsibilities of the post are to:**

* Ensure that the Academy aims and policies are put into practice.
* Contribute to the work of the subject department.
* Follow the course outlines, syllabus and schemes of work as directed by the Academy /Head of Department.
* Teach allocated classes and provide a well-planned, challenging and purposeful learning environment for students.
* Set homework on a regular basis and mark student work in accordance with the Academy Policy.
* Assess, monitor, record and report on student achievement and progress.
* Make effective use of student performance data and target setting, especially in relation to student prior attainment (KS2, KS3 and GCSE results).
* Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by any relevant tests, assessments and examinations.
* Contribute to the Academy/Subject Improvement Plan.
* Be a form tutor, caring for the students’ academic and pastoral development.
* Promote and manage positive student behaviour both within lessons and around the Academy site in accordance with the Behaviour for Learning Policy.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* Supervise students in accordance with published Academy rotas.
* Attend subject/year team/achievement meetings as relevant.
* Actively support and participate in the Academy’s extra-curriculum programme.
* Support Academy policy in the delivery of some cross-curricular areas of PSHCE and citizenship and enterprise
* Take responsibility for your own professional development (CPD) and use the outcomes of this and the Academy’s training and development programme to improve your own practice.
* To take an equitable part in the cover system of the school according to policy and regulations.

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.

Caister Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note Caister Academy operates a no smoking policy

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*