Magdalen College School

We are committed to the protection and safety of our students and expect all staff to share this commitment.

JOB DESCRIPTION

Name of staff member:

Post Title	Teacher of: Modern Foreign Languages Main Pay Spine
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Head of Faculty
Additional responsibilities	
Responsibilities as a classroom teacher (relates to students taught)	1. To adhere to the teacher standards by: i. Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students i. Assessing, monitoring and reporting students' progress according to faculty and school policy ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential iii. Contributing to all developmental and organisational priorities within the faculty development plan iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students v. Following all school and faculty policies and procedures vi. Ensuring team leader is kept informed of issues which could lead to student under-performance vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.
Responsibilities as a form tutor (relates to students in the form group)	1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer 2. To use all data/information received to monitor and support the overall progress, development and well-being of students 3. To listen and take action on pastoral issues as they arise 4. To keep the Head of Year fully informed of issues which could effect student achievement 5. To complete yearly report according to school guidelines 6. To support the personal and social development of students 7. To follow pastoral policy and procedures.
Responsibilities as a member of staff	1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To support the personal and social development of students within the school 5. To engage actively in the Performance Management Review Process 6. To implement all school policies 7. To attend all directed time meetings 8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Prepared to teach across the age and ability range

	4. Committed to team work within all aspects of the school 5. Proactive in terms of furthering their professional knowledge and skills 6. Punctual for all commitments 7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

Staff member.....

Head of faculty ..... Date .....