# JOB DESCRIPTION

# TEACHER OF MODERN FOREIGN LANGUAGES
# (Post based at Avon Valley College)

RESPONSIBLE TO: Faulty Improvement Leader

KNOWLEDGE:

- To demonstrate a high level of subject competence and to keep up-to-date his/her knowledge of the relevant subject National Curriculum for 11-16 year olds and, where relevant to the post, other examination courses at KS4 and 5
- To attend INSET 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 College Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

PLANNING, TEACHING & CLASSROOM MANAGEMENT:

- To teach across the range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Principal and Subject Leader
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the College and departmental teaching and learning policy
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, the needs of different groups and individuals, fluency in Modern Foreign Languages, SEN (including IEPs)
- To set appropriate homework in line with College and departmental policies
- To establish and maintain good standards of pupil behaviour in the classroom by implementing strategies associated with the Whole School approach to Behaviour (WSAB)

MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY:

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching
- To recognise the level that a pupil is achieving and make accurate and valid assessments using College and departmental policies and procedures

- To mark pupil work on a regular basis in line with College and departmental policies and guidelines
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books/record books 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 College's assessment and reporting schedule
- To discuss with parents/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
- To undertake supervisory duties before College, at break or after College as required under the Teachers Pay and Conditions Act
- To attend department and other College meetings as required within 1265 hours Directed Time
- To contribute to the work of the department and to support colleagues in maintaining the College's behaviour policy and good health and safety practice
- To maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with pupils, other staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times
- To raise issues of concern with his/her line manager or with the appropriate member of Executive
- To participate in appropriate meetings with colleagues and parents/guardians relative to the above duties
- To carry out any reasonable duties as determined by the Principal
- To carry out the above duties under the immediate direction of the Line Manager/s and/or other Senior Colleagues.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Policy and have regard to the Teachers' Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.