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| focus_logo_x  **MFL Teacher**  ***Job Description*** |

**JOB PURPOSE**

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| * To oversee, manage and monitor MFL teaching throughout the school * The role is central to the efficient and effective running of the school |

**DUTIES**

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| The key duties include but are not limited to the following:  **Specific DUTIES**   * Develop and maintain links with Head Teacher and other Focus schools in the area * To plan, implement and monitor a full MFL curriculum throughout the secondary school, including transition from primary and support with primary curriculum * Attend all staff meetings, training and INSET days as directed by Head Teacher * Work in conjunction with Head Teacher, SENDCo, SLT, staff and any other relevant persons * Ensure and track progress of all pupils in relevant areas, ensuring accurate records, including using the school electronic management information and other systems, including reporting to parents as appropriate   **General Duties**   * To perform any reasonable duties as requested by the Head Teacher, including cover, form tutor duties, before/after school, break and lunch supervision * To be responsible for pastoral care of pupils as directed by the Head Teacher * Uphold and promulgate the Focus ethos (Global Purpose Statement) within all areas of responsibility * Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool, including Self Directed Learning techniques * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy * Comply with and support the implementation of all School and FLT policies * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same   **PERSONAL Duties**   * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels * Ensure high standards are maintained, progressed and promoted in all areas of work * To undertake appropriate professional development and positively participate in the appraisal of own performance * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable   **SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check. |

**Reporting To**

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| * Reporting to the Head Teacher |

**SUPPORT FOR THE ROLE**

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| The role is supported on occasion by the Head Teacher  Focus Learning Trust provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance. |

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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

**ISSUED BY**

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| Focus School – Cambridge Campus  Issue date: October 2017 |

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| focus_logo_x  **MFL Teacher**  ***Person Specification*** |

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Ability to use data and assessment information to track and improve pupil progress * Demonstrable ability to maintain high standards of student and staff management * Knowledge of Self Directed Learning * Experience of leading areas of curriculum development * Experience of the improvement planning process * Highly organized, able to plan time effectively, meet deadlines and delegate appropriately * Empathy with children and young people, having the student at the heart of everything * Ability to create and maintain professional student boundaries * Excellent interpersonal and communication skills, both written and verbal * Excellent understanding of current safeguarding requirements and procedures * A willingness to undergo any training that is required * Experience of promoting the inclusion of all students | Experience of working with principles of Self Directed Learning  Experience in the use of innovative technology such as Video Conferencing and VLE  Experience of delivering whole department or school CPD |
| **Education and Qualifications** | * Qualified Teacher Status (QTS) with acceptable Enhanced DBS Disclosure * Outstanding classroom practitioner experienced in pedagogical coaching including lesson observations and feedback |  |
| **Skills and Abilities** | * Good communication skills written and verbal * Good organisational skills * A positive role model of professional practice and conduct of others |  |
| **Training** | * Willingness to undertake relevant training and identify own development needs * Committed to ongoing CPD and Professional development |  |
| **Attributes and Attitudes** | * Enthusiastic, motivated, hard-working * Collaborative working style * Positive, ambitious role model for staff and pupils * Relentless drive and uncompromising approach to improving standards in the classroom * Forward thinking with the ability to innovate in both curriculum and organizational changes * Adaptable and flexible * Ability to work within a team * Lead by example in terms of work ethic and professional behaviour * Flexible approach and positive attitude towards work * Punctual and reliable * Ability to adapt to changes in the workplace |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.