

STAINES PREPARATORY SCHOOL



MFL TEACHER - JOB DESCRIPTION FRENCH, SPANISH OR GERMAN

Key Purpose

- To teach MFL across Lower & Upper School and ensure that planning, preparation, recording assessment and reporting meet their varying learning and social needs.
- To lead the subject area of MFL across the School through the effective auditing, resourcing, evaluating and developing of the provision – introducing and implementing new ideas and practices where appropriate
- Promote a love of languages and an understanding of the importance of becoming a global citizen.
- Maintain the positive ethos and care values of the School, both inside and outside the Classroom.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and Governors.

Main Activities

1. Be an exemplary MFL teacher, planning appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
2. Advise, support and develop the curricular framework for MFL within the framework of present School policies, both in short and long term planning structures.
3. To monitor children's progress, keep records and evaluate children's achievements.
4. To provide a stimulating environment, which builds confidence and promotes languages to all pupils.
5. Set clear targets, based on prior attainment, for pupils learning.
6. To enrich the MFL curriculum by inviting visitors to School, arranging workshops and organising extracurricular events and visits, helping to organise and attend MFL trips and organising School events.
7. Maintaining a well-organised and pupil friendly environment and create lively and interactive lessons that foster a passion for language in children of all abilities.
8. Maintain good order and discipline amongst pupils, in accordance with the Schools behaviour policy.
9. To establish and maintain good relationships with colleagues, working as part of a team in all aspects of School development.
10. Work in partnership with parents, careers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
11. To take a full part in school life, including involvement with extra-curricular activities
12. Communicate and co-operate with specialists from outside agencies.
13. To supervise, plan work and provide necessary resources for Learning Support Assistants (LSAs), where appropriate.
14. Contribute to the life of the School. To attend Staff Meetings, INSET sessions, Parents' Evenings, Open Mornings, Sports' Days and other school events
15. Participate in meetings which relate to the Schools Management, curriculum, administration or organisation.
16. Promote the safeguard and welfare of pupils according to Health & Safety and Safeguarding developments.
17. Implement agreed School policies and guidelines.
18. Support initiatives decided by the Headmistress and Staff.
19. Support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on teaching and learning of MFL.
20. To keep abreast of current practice and take personal responsibility for ongoing professional development
21. To discuss use of departmental budgets with relevant Coordinators and colleagues in order to promote effective teaching and learning
22. To have some experience of Common Entrance and 11+ Entrance exams is desirable.
23. Tutor Group
24. To perform a reasonable number of playground/supervisory duties

Plus any other duties as detailed by the Headmistress

All Staines Prep staff have responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or come into contact with and must adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report their concerns to the school's Designated Safeguarding Leader (DSL) or to the Headmistress.

As part of the pre-employment checks all staff will be required to complete a Disqualification by Association disclosure. The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009

November 2017