



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

MODERN FOREIGN LANGUAGES TEACHER (CPS)

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the head teacher and line manager, and will be reviewed annually as part of the performance management process.

LINE MANAGER: Curriculum Leader/Head of Faculty

GENERAL RESPONSIBILITIES:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF CURRICULUM PROVISION IN THE SCHOOL

1. Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum;
2. Analyse and interpret relevant school, local and national data relating to the classes they teach and advise the senior management on the level of resources required to maximise achievement;
3. Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within the classes they teach;
4. Consider the views of both pupils and parents/carers and to respond appropriately.

B. TEACHING AND LEARNING

1. Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline;
2. Support the identification of, and provision for students with additional educational needs within the classes they teach;
3. Regularly monitor progress of students within the classes they teach which is then reflected in teaching plans;

4. Regularly evaluate the effectiveness of their teaching and learning as part of the performance management process;
5. Ensure setting of realistic and challenging expectations of students in the classes they teach;
6. Liaise effectively with staff to ensure the successful transition of students through the school;
7. Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

C. RELATIONSHIPS WITH STAFF

1. Achieve constructive working relationships with all staff;
2. Direct, organise and manage the work of support staff within the classes they teach;
3. Provide regular information to senior staff on student progress.

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

1. Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives;
2. Participate in the performance management system and agree objectives based on the school improvement plan, borough and nationally determined targets.

E. GENERAL

1. Promote the school's mission, aims, values, ethos, behaviour policy, and other policies;
2. Perform the role of form tutor and carry out its attendant responsibilities;
3. Participate in the designated guidance and direction of pupils, including progress reviews and target setting meetings;
4. Contribute to the delivery of the Personal and Social Education (PSE), Careers, and Health Education programme;
5. Attend assemblies, designated school functions (such as parents evenings, Speech Day etc.) and register the attendance of pupils;
6. Provide cover according to the terms of the nationally agreed framework;
7. Contribute to the school's complementary curriculum;
8. Take on any additional responsibilities which might, from time to time, be determined.

SPECIFIC RESPONSIBILITIES:

To be agreed with Line Manager.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.