The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Teacher of Modern Foreign Languages** |
| **Reporting to** | Head of Modern Foreign Languages / Head of Year |
| **Job Purpose** | The post holder will be expected to teach French / Spanish to the full age and ability range  The post holder will be expected to deliver the Personal Development Curriculum and Personal, Social, Health Education (PSHE) |
| **Key responsibilities:** | |
| * To plan their teaching to achieve progression in pupils’ learning * To set high expectation for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through the development of positive and productive relationships * To use a variety of teaching methods, including ICT, which sustain the momentum of pupils’ work and keep all pupils engaged * To make effective use of assessment information to inform planning and maximise learner progress * To mark and monitor pupils’ classwork and homework (keeping accurate records), providing constructive oral and written feedback and setting appropriate targets to maximise pupils’ progress * To develop, evaluate and update schemes of work across all Key Stages with the support of the Faculty Leader * To be familiar with the statutory assessment and reporting requirements and know how to prepare and present information reports to parents/ carers * To be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and as part of their responsibilities implement and keep records of Individual Education Plans for pupils when required * To evaluate their own teaching critically and to use this to improve their effectiveness * To attend and contribute fully to meetings and progress evenings as required * To contribute to activities identified in the Departmental Improvement Plan * To carry out the role and responsibilities of a form tutor * To contribute to the planning and delivery of wider curricular activities * To play a full part in the life of the school community | |
| **All employees have the responsibility to:** | |
| * Ensure any documentation produced is to a high standard and is in line with the brand style * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Participate in the school/academy Appraisal process * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school/academy and beyond * To represent the school/academy at events as appropriate * To support and promote the school/academy ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post * To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher | |

Should the successful applicant be a Newly Qualified Teacher, the appointment would, in the first instance, be for a period of 1 year with a review on successful completion of the NQT year.

The job description will be reviewed as necessary as part of the Appraisal process and is subject to modification and amendment at any time after consultation the post holder.

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| **Education and Qualifications** | **Essential**   * To hold a degree * Qualified Teacher – with experience or a Newly Qualified Teacher   **Desirable**   * Evidence of continuous professional development   Willingness to undertake further professional development | **Assessed by:**  **A**  **A**  **A**  **I** |
| **Experience** | **Essential**   * High level of specialist subject knowledge * Successful teaching experience at Key Stage 3 and Key Stage 4.   **Desirable**   * Knowledge of the new core standards for teachers (September 2012) and how they apply in practice * Willingness to contribute to the wider life of the Centre | **I/T**  **A**  **A/I**  **I** |
| **Special Aptitudes** | **Essential**   * A commitment to comprehensive, inclusive, community education * A commitment to safeguarding and protecting children and young people * High standards and expectations * A passion for excellence   **Desirable** | **I/T**  **A/I**  **T**  **I** |
| **Interpersonal Skills** | **Essential**   * Ability to motivate learners of all abilities to learn and to make good or better progress * Very good classroom management * Good oral & written communication skills * Ability to listen & respond to young people establishing excellent relationships with them * Ability to analyse and use data effectively * Ability to plan and deliver Good to Outstanding lessons. * Ability to use ICT for planning, teaching, organisation and assessment purposes * Ability to plan consistently, creatively and effectively to support excellent progress * Ability to reflect upon own practice & respect the contribution of others * Ability to work effectively as part of a team * Willingness to develop learning with key partners including local primary schools   **Desirable**   * Ability to use e-technologies effectively | **I**  **T**  **A/I/T**  **T**  **DT**  **T**  **T**  **T**  **I/R**  **R/A/I**  **A/I**  **A** |

**A**=Application

**I**=Interview

**T**=Teaching

**DT**=Data Task

**R**=References