



Holme Grange School

Job Description Modern Foreign Language Teacher

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Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

General Duties

Job Purpose:

The Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Should offer leadership by example and encouragement to children in their care through effective display of children's work, by the provision of a stimulating and thoughtful environment, by sensitive rapport with the children and by effective classroom organisation, management and record keeping
- To provide strong and caring teaching that results in an MFL Department which provides first class teaching and learning opportunities for students and staff.
- To develop an innovative approach to Modern Foreign Languages that will stimulate all pupils to achieve their full potential.
- To ensure the delivery of high quality provision in all curricular and extra-curricular activities.
- To plan, implement and monitor schemes of work, to provide a broad range of opportunities for pupil.
- To ensure that the requirements of school assessments / examinations are met and that pupils are prepared for these examinations.
- To celebrate pupils' work through effective displays throughout the department and around the school and regularly update displays/exhibitions.
- To help co-ordinate the resources of the MFL Department.
- To maintain high levels of communication with parents.
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

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- Be an enthusiastic and energetic teacher
- Have a coherent, well developed philosophy of children's learning and of classroom organisation and management

Duties:

The Teacher will:

- Make themselves aware of the school's SEN Policy and procedures for identification, monitoring and supporting pupils with SEN
- Implement all agreed school policies and guidelines;
- Provide supervision at agreed lunch, play, break times and gate duty as part of a rota system to ensure adequate supervision and care of pupils at all times
- Support initiatives decided by the Headteacher and Senior Management Team;
- Provide effective learning opportunities for all pupils by responding to their diverse needs.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- Set suitable learning challenges
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge.
- To plan teaching to achieve progression in pupils' learning through identifying clear teaching objectives and content, appropriate to the pupils and subject matter.
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available.
- To be responsible for a Form Tutor group
- To assess, record and report on the development, progress and attainment of pupils
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- Report to parents on the development, progress and attainment of pupils;
- To attend parent consultation evenings.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- To attend and support whole-school functions, including occasional weekend events.
- To promote and safeguard the welfare of children and young people.
- To be responsible for the pastoral care of the pupils in your care.
- To cover for absent colleagues.
- To be involved in day and residential trips.
- To carry out other duties that may reasonably be required by the Headmaster.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Participate in the performance management system for the appraisal of their own performance,
- To critically evaluate own teaching for ongoing effectiveness and improvement; keeping up-to-date with subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- Communicate and consult with parents and children on a regular basis about progress and development and attainment of pupils

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- To work as an individual and as a member of a team with high professional standards
- Keep abreast of changes in education
- The Teacher shall also run/supervise at least two clubs etc per week and such other activities as the Head shall consider necessary from time to time and as are within the Teacher's reasonable capabilities.

General Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager.

Further Requirements

- Should be fully committed to the school and enthusiastically involved in its activities, thus helping to promote a flourishing corporate life within the school
- Be prepared to teach anywhere directed by the headteacher given due notice, guidance and support
- Support functions organised by the Parents Association of Holme Grange School

Promoting Safeguarding and welfare of children and young persons

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

For teachers who have been successful in meeting the threshold standards:

- To provide a role-model for teaching and learning
- To lead at least one area of the school curriculum
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team.
- To take responsibility for their professional development and use the outcomes to improve their teaching and pupils' learning
- To demonstrate a thorough and up-to-date knowledge of the teaching of their subject and to demonstrate that they take account of wider curriculum developments relevant to their work.
- To demonstrate that, as a result of their teaching, their pupils achieve well relative to the pupils' prior attainment, making progress as good as or better than similar pupils nationally. This should be shown in marks or grades in any relevant tests or

examinations, or school-based assessment for pupils where tests and examinations are not taken.

- To make an ongoing, active contribution to the policies and aspirations of the school
- To demonstrate in their everyday work, that they are effective professionals who challenge and support all pupils to do their best through:
 - (a) inspiring trust and confidence,
 - (b) building team commitment,
 - (c) engaging and motivating pupils,
 - (d) analytical thinking,
 - (e) positive action to improve the quality of pupils' learning.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the SMT to reflect or anticipate changes in the job which are commensurate with the salary and job title.