

Job title:	Whole School Teacher of MFL (French and Spanish)
Salary and grade:	<i>MBIS Teachers Pay and Conditions</i>
School:	Maadi British International School
Line manager:	SLT Line manager
Supervisory responsibility:	The postholder may be responsible for the supervision of the work of Learning Support Assistants (LSAs) in class

Main purpose of the job:

To support the school mission statement and aims:

'Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community'

Duties and responsibilities

Teaching for learning

- Be a positive role model in terms of professional behaviour, work and attitudes
- Set high standards of work and behaviour in the class and in all other areas of the school
- Deliver the school curriculum as relevant to the stream, age and ability groups taught
- Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the needs of individual learners
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Advise and work collaboratively with the SLT and others on the preparation and development of teaching materials, teaching programmes, methods of teaching for learning and assessment and pastoral arrangements as appropriate
- Communicate and consult with the parents/carers of learners through professional reports and personal meetings
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

Appraisal

- Participate fully with arrangements made in accordance with the MBIS appraisal cycle for Teachers

Professional development

- Regularly review the effectiveness of personal teaching for learning practice and its impact on children's progress, attainment and well being, refining approaches where necessary
- Be responsible for personal continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal process

Health and well-being

- Support the school in maintaining a purposeful and safe learning environment
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the school Child Protection Officer

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Extra-curricular activities

- Take part in the school's extra-curricular programme including, when required, running at least one after school activity a week and attending official school meetings and functions outside school hours

Leadership and management

- Support the induction of new teachers and the day-to-day management of Teaching Assistants, ensuring that colleagues are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- To take responsibility for the coordination of specific areas of teaching for learning or school events to support learning, as designated by the SLT

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of expected class teacher duties

Supervision

- Register the attendance of and supervise children, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any reasonable duties as requested by the Phase Leader and Senior Leadership Team

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing herein will be altered without consultation.

Signature of Post Holder: _____ **Date:** / /

Signature of Head Teacher: _____ **Date:** / /