



Job Description – King's Academy Binfield and King's Academy Oakwood

Post Title:	Teacher of MFL (French and Spanish)
Purpose:	<ul style="list-style-type: none"> ● To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. ● To monitor and support the overall progress and development of students as a teacher/ Tutor. ● To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. ● To contribute to raising standards of student attainment. ● To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth. ● If you are a teacher who has successfully passed through Threshold, you must demonstrate that you are an effective professional who can demonstrate this thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well. In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will: <ol style="list-style-type: none"> 1. Inspire trust and confidence in students and colleagues 2. Build team commitment with colleagues and in the classroom Engage and motivate students 3. Demonstrate analytical thinking. Improve the quality of students' learning. Contribute to the school improvement / development planning and promote the learning priorities of the CIP. 4. Contribute to the development and / or implementation of Academy policies 5. Use the performance management process to advance student learning and enhance professional practice in line with the Academy's aspirations and priorities 6. Have lead responsibility for a subject or aspect of the Academy's work and develop plans which identify clear targets and success criteria for its development and / or maintenance 7. Promote the wider aspirations and values of the Academy
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students in both our primary and secondary phases.
Liaising with:	Senior Leadership Team, teaching/support staff; external agencies and parents.
Working Time:	195 days per year.
Disclosure level	Enhanced

MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the MFL Department. • To contribute to the Curriculum Area and department's development plan and its implementation. • If you are a teacher who has successfully passed through Threshold, you will Tutor/coach Pre-Threshold Classroom Teachers as directed by your Line Manager/SLT. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities.
Curriculum Provision:	<ul style="list-style-type: none"> • To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the Academy's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> • To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Mission and Strategic Objectives.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development and by taking a lead role in CPD Sessions. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance:	<ul style="list-style-type: none"> • To help to implement Academy quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • To review from time to time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate.

	<ul style="list-style-type: none"> • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
Pastoral System:	<ul style="list-style-type: none"> • To be a Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Tutor Group as a whole. • To liaise with the relevant YPLI to ensure the implementation of the Academy's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action/Improvement Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHCE and citizenship and enterprise according to Academy policy • To apply the behaviour management systems so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials.

	<ul style="list-style-type: none"> • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties:	
<p>To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings as appropriate. To make your own contribution to the community life of the Academy.</p> <p>Adhere to all Academy policies.</p> <p>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. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.</p> <p>The Academy 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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.</p> <p>King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this Academy.</p>	

DATE: February 2021