JOB DESCRIPTION - MFL

The subject teacher will be responsible to the Head of Department and will be responsible for:

1. Working in accordance with the school’s and department’s aims and stated policies, procedures and practices
2. Teaching the subject to the whole age and ability range within school
3. Having an up to date knowledge of the curriculum and new examination specifications and AOs.
4. Having clear aims and objectives for all lessons which are shared with pupils and for identifying individual learning needs and devising ways of meeting these.
5. Providing challenge, support and differentiation within lessons.
6. Maintaining full records of attendance, effort and attainment of all pupils as well as records of lessons taught and homework set
7. Using prior attainment to set target grades/levels for all pupils and using ongoing assessment to monitor pupils’ progress towards their target. Reporting and analysing this progress accurately.
8. Ensuring excellent discipline and supervision through efficient planning and delivery and classroom management.
9. Maintaining links with Form Tutors and support staff where appropriate and ensuring that LSPs have prior knowledge of the content and approaches of the lessons to be supported
10. Sharing the routine administrative work of the Department and taking a full part in Department discussions leading to policy and methodology.
11. Being continuously mindful of safeguarding and related issues and expectations.