

Brentwood Ursuline Convent High School Job Description



Teacher of Modern Foreign Languages (MFL)

Post held: Teacher of MFL
Responsible to: Head of MFL
Salary scale: MPS

Duties: The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of MFL at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:

Major duties: Under the overall direction of the Headteacher and in light of the school's mission statement to undertake the following responsibilities.

1. to teach MFL within the school from Years 7-13
2. to have firm aims and objectives for all lessons, to identify individual learning needs and devise ways of meeting these
3. to maintain a full record of attendance, effort and attainment of all students as well as records of lessons taught and homework set
4. to ensure good supervision and discipline, through efficient planning and delivery
5. to work with parents in partnership to enhance the learning experience
6. to recognise and celebrate achievement in MFL and to promote an awareness of the importance of MFL in the community
7. to initiate and maintain links with form tutors and support staff where appropriate
8. to work as one of a team in curriculum development initiatives within MFL
9. to contribute to other areas by negotiation
10. to undertake tasks which may from time to time be required, e.g. school trips
11. to read and observe the MFL department Health and Safety Policy and Risk Assessment recommendations
12. to set, collate and record assessment material for all classes taught
13. to check that all students following external examination courses are entered for the appropriate examination, have the necessary assessment requirements and have covered the full syllabus requirements
14. to prepare students for public examinations, assess students for the purposes of such examinations, record and report such assessments and attend meetings connected with the conduct of public examinations
15. to co-operate with other members of the department in the moderation of GCSE coursework, development of schemes of work and such Teaching and Learning strategies as are agreed within the department

16. to set work for his/her classes where absence is known in advance and setting work for absent colleagues where required
17. to keep up to date with curriculum innovation, participate in arrangements for INSET, contribute to his/her own professional development
18. to contribute to the provision of resources and teaching materials and take some responsibility for care of stock.
19. to take on the responsibilities of a form tutor.

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this.