

**Headteacher:** Victoria Lloyd

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Stamford.  
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**Role:** **Teacher of MFL**  
**Scale:** Main Pay Spine  
**Hours:** Part time  
**Responsible to:** Subject Leader

## RESPONSIBILITIES

### As a member of the house/ subject team

- Establish clear expectations of student achievement and progress, through effective target setting and monitoring
- Support the trust's and school's philosophy, vision and values
- By personal example and practice, establish clear expectations and standards for both staff and students in line with the school's policies and values
- Establish a positive and vibrant environment, focused upon high expectations, strong identity and positive attitudes
- Regularly update the subject leader/ head of house on the individual progress of students
- Follow and support clear protocol and policies, to ensure consistency within teaching
- Ensure that the physical environment promotes and celebrates learning and achievement
- Analyse reporting data at regular intervals throughout the year to support teaching and intervention
- Invest in developing own practice to remain innovative and take responsibility for adding to and sustaining a culture of learning

### Student progress

- Regularly assess and provide feedback to students to ensure sustained progress
- Ensure that students have a consistent and high-quality experience
- Support, promote and celebrate activities/events within the Academy that encourage and recognise achievement and support a culture of achievement
- To ensure that ICT, Literacy, and Numeracy are reflected in the teaching/learning experience of students

### Communication with Families

- Ensure effective, quality communication is in place for families
- Ensure that families are informed of issues affecting the progress of their child through tutoring and reporting
- Reporting house achievement to students and families

### Contribute to school arrangements affecting student progress through and with regard to:

- Attendance and punctuality
- Achievement and behaviour monitoring data
- House and subject team activities, assemblies and achievement events
- Reporting and recording incidents of concern
- Transition of students from primary to secondary school and from secondary to further education

## MENTAL HEALTH & WELLBEING

- Commit to support the school's approach to mental health at work that protects and improves mental health for everyone, whilst supporting those people who experience distress.

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- Ensure that discrimination on the grounds of mental health status is seen to be as unacceptable as discrimination in relation to other protected characteristics such as race, gender or sexual orientation
- Report any discrimination or harassment and to blow the whistle on discrimination you witness.
- To support the School's positive culture that values authenticity and openness.
- Support the school's mentoring programmes and well-being forums

*The job description is subject to review and may be changed following consultation with the post holder.*

*The postholder may be called on to fulfil other responsibilities outlined in the School Teacher's Pay and Condition Document and to meet the Teacher Standards.*

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## **TEACHING AND LEARNING**

**Teaching** - Including planning, preparing resources, courses, and lessons. This to include cross curricular provision.

**Organisation** - Maintain an orderly and pleasant environment in which staff and students can work effectively.

**Management of Student Behaviour** - Motivating and encouraging students in line with School Policies on Attendance, Rewards and Health & Safety. Maintaining good order and discipline among students and ensuring their health and safety at all times.

**Assessment** - Marking, assessing, recording, and reporting.

**Student Support** - Undertaking responsibility as Tutor to a group of students and delivering appropriate support and guidance.

**Cover** - Teaching any students as fair and reasonable but flexible, whose teacher is not available to teach them, according to the local agreements.

**Development** - Participating in further training and reviewing methods of teaching and programmes of work.

**Evaluation** - Taking part in review, development and management of activities relating to the curriculum and organisation of the school.

**Administration** - Participation in administrative and organisational tasks related to the above duties including the supervision of persons providing support for teachers and the ordering and allocation of equipment and materials. Registering students and attending assemblies, writing references.

## **GENERAL**

**Marketing and Recruitment** - to work within the school framework and policy.

**Performance Management** - Participating in arrangements made in accordance with the School PM arrangements regarding yourself and others.

**Management** - Contributing to the selection and development of teaching and support staff including those new to the School. Co-operating with and co-ordinating the work of other teachers and support staff.

**Community** - Participation in and supporting the day to day and special community arrangements and activities.

**Meetings** - Participating in meetings relating to the curriculum, administration, and organisation of the School.

**Other Duties** - Undertake other duties, from time to time, as reasonably required by the Principal.