

The Roundhill Academy

Job Description: Teacher of Modern Foreign Languages

Responsible to

Head of Faculty Modern Foreign Languages

Job Purpose

To carry out the functions of a teacher at The Roundhill Academy in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

Principal Duties and Responsibilities

These responsibilities must be carried out in conjunction with the duties of teachers as set out in the annual Teachers' Pay and Conditions Document.

- To plan, prepare and teach assigned lessons to students according to their educational needs.
- To set and mark appropriate written work according to whole school and department policy, including for any subsidiary subject.
- To assess, record, and report on the development, progress and attainment of students assigned within the guidelines of the Staff Handbook and assessment and reporting policy of the school.
- To promote and facilitate the general progress and well-being of individual students in assigned groups providing appropriate educational guidance on matters relating to their subjects.
- To participate in department meetings, appropriate school development meetings and INSET.
- To participate in the school's performance management arrangements.
- To adhere to the school's and department's Health and Safety policy and procedures.
- To be Tutor of an assigned Tutor Group and to carry out related duties in accordance with the general job description of a Tutor.
- To meet the professional standards outlined for a main scale or UPS teacher.
- To complete other tasks that are reasonably requested within the area of this responsibility.

Other requirements of the post

- To carry out a share of supervisory duties in accordance with the published schedules.
- To assist in maintaining high standards and manage student behaviour both in the classroom and around the school site.
- To be aware of responsibilities for safeguarding students who attend The Roundhill Academy.