



## **REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE**

### **J O B   D E S C R I P T I O N**

<b>JOB TITLE:</b>	<b>MFL Teacher</b>
<b>RESPONSIBLE TO:</b>	<b>Head Teacher</b>

#### **SUBJECT TEACHER - Main Duties and Responsibilities**

##### **LINE MANAGER - Subject Leader**

- To plan and prepare courses and lessons.
- To teach, according to their educational needs, those students assigned to the teacher.
- To set and mark homework.
- To assess, record and report (including oral and written assessments, reports and references) on the development, progress and attainment of students, in each case having regard to the curriculum of the school.
- To communicate and consult with the parents/guardians of students.
- To communicate and cooperate with persons or bodies outside the school.
- To participate in meetings arranged for any of the purposes described above.
- To review from time to time teaching methods and programmes of work.
- To participate in arrangements for further training and professional development.
- To advise and cooperate with other colleagues (individually or in groups) on the preparation and development of schemes of work and materials for teaching and/or assessment.
- To ensure good behaviour amongst students and safeguard their health and safety both when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.
- To participate in meetings at the school relating to the curriculum or the administration or organisation of the school.
- In emergencies and exceptional circumstances cover for colleagues absent through illness or through participating in staff development activities or educational visits.
- To participate in arrangements for preparing students for public examination; recording and reporting relevant assessments; participating in arrangements for student presentations and supervision during internal and external examinations.
- To assist, where appropriate, in the induction of students and newly qualified teachers.

- To participate, as required, in the review, development and management of activities relating to the functions of the school.
- To register the attendance of students in class.
- To supervise students as a member of one of the duty teams identified each term.

### **FORM TUTOR - Main duties and responsibilities**

#### **LINE MANAGER - Head of Year**

- Get to know the students in your tutor group and foster positive working relationships in order to help guide them to success.
- Assist the year team with the pastoral care of the students in your group.
- Promote positive attitudes to school and the wider community through effective delivery of a tutorial programme.
- Support and encourage the learning of all students in your group.
- Promote the ethos of the school – ‘Be Ready, Be Respectful, Be Safe’ and help students become TERRIFIC.
- Take the register once a day during afternoon registration.
- Assist the year team in promoting good attendance and punctuality and check uniform compliance regularly, taking action in line with the uniform protocol
- Attend tutor meetings when required.
- Attend parents evenings when required.
- Contribute a pastoral comment to the reports of your students.
- Liaise with parents /carers and be the first port of call for parental enquiries.
- Facilitate and assist students in achieving the Redborne Award.
- Contribute to the cleanliness of the school by carrying out a litter pick with your group as the rota demands.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- To share Redborne’s commitment to safeguarding and promoting the welfare of children and young people
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.