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| **Job Title:** Teacher of MfL | **Salary Range:** Main Pay Scale / Upper Pay Scale |
| **Responsible to:** Head of Faculty, Headteacher, Governing Body and CORE Education Trust | **Location:** Arena Academy |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job purpose:**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a Teacher/Form Tutor.
* To facilitate and encourage a learning experience which provides students with opportunities to achieve their individual potential.
* To contribute to raising standards of student attainment.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth whilst fostering our ethos of providing equal opportunities for all.
* To take an active responsibility for the safeguarding and welfare of all students and young people within the Academy.

**Main responsibilities:**

**Teaching:**

* Teach consistently high quality lessons.
* Deliver the curriculum in line with the relevant key stage groups.
* Be a role model for students, inspiring them to be actively interested in MfL.
* To maintain appropriate records and to provide relevant accurate and up-to-date information for registers and SIMS.
* Identify individual student capabilities, plan and distinguish teaching methods appropriately to build and develop student learning.
* Be responsible for the teaching materials and programmes as appropriate.
* Prioritise and manage time effectively, ensuring continued professional development in line with the role and to follow the Academy policies and procedures.
* To ensure the effective/efficient deployment of classroom support.
* To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* Follow schemes of work for MfL at all key stages.
* Updating professional knowledge and expertise as appropriate to keep up-to-date with developments in teaching practice and methodology, in general, and in the curriculum area of MfL.
* Be aware of departmental and Academy health and safety measures, including relevant risk assessments.
* Use detailed knowledge and specialist skills to support and progress students’ learning.
* Promote independence and employ strategies to recognise and reward achievement and self-reliance.
* Encourage students to interact and work co-operatively with others and engage all.
* Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust/Headteacher.
* To participate in the operation of the Academy’s Appraisal Scheme.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

**Assessment, Feedback and Tracking:**

* To monitor and evaluate the assessment and feedback to students in line with whole Academy and department policy.
* To follow department monitoring and tracking systems relating to students’ attainment, progress and achievement.
* Mark, grade and give written/verbal and diagnostic feedback as required.
* Undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* Complete the relevant documentation to assist in the tracking of students.
* Use student progress tracking to inform learning and teaching.
* Setting and co-ordinating assessment arrangements across all key stages, as required by Academy policies, including standardising those assessments.
* Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment.

**Staff Development:**

* To continue personal development in the relevant areas including subject knowledge and teaching methods to engage actively in the Performance Management process.
* Participate in whole school CPD programmes.

**Student Support and Progress:**

* To be a Form Tutor to an assigned group of students if and when required.
* To promote the general progress and well-being of individual students and the Tutor group as a whole.
* To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required to contribute to the preparation of action plans and other reports as required.
* To alert the appropriate staff to problems experienced by students.

**Safeguarding:**

* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
* Comply with the school’s Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

**Communications, Marketing and Liaison:**

* To communicate effectively with the parents of students as appropriate.
* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, liaison events with partner schools, etc.

**Personal Responsibilities:**

* To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To actively promote Academy policies and procedures.
* To comply with the Academy’s Health & Safety policy and undertake risk assessments as appropriate.
* To undertake duties before the Academy day, at break, during the lunch period and after the Academy day on a rota basis.
* To attend meetings scheduled in the Academy calendar punctually.
* To attend staff training.
* To set cover work during any leave of absence.
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

**Mobility:**

* The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.
* This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
* This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

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| **Job Description Reviewed By: Headteacher**  **Date: 25th September 2019** |



**Person Specification**

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| **Job Title: Teacher of MfL** | **Salary: MPS/UPS** | **Location: Arena Academy** |

**The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.**

**All posts will be subject to a DBS clearance at Enhanced level.**

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * Degree or equivalent * Masters in a relevant subject area * Qualified Teacher Status * Evidence of and commitment to continuing professional development | **X**  **X**  **X** | **X** |
| **Experience, Knowledge, Skills /Competencies**   * Successful school teaching experience with experience of teaching across the age and ability range. * Well-developed subject knowledge. * Knowledge and understanding of the theory and practice of effective teaching and learning. * Knowledge and understanding of key policies in particular: health and safety, child protection, SEND and their implementation in schools. * In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning. * Make effective use of ICT across the curriculum when teaching and planning. * Communicate effectively both verbally and in writing, to a range of abilities. | **X**  **X**  **X**  **X**  **X**    **X** | **X** |
| **Teaching**   * Plan, prepare and deliver stimulating and engaging lessons, which make effective use of cross curricular links and teach children how to learn. * Assess and record the progress of students’ learning to inform next steps and monitor progress. * Teach using an increasingly wide range of teaching strategies to meet differing learning needs and abilities. * Successfully deploy a wide range of effective behaviour management strategies. | **X**  **X**  **X** | **X** |
| **Developing Literacy and Numeracy and high ability provision**   * Be committed to developing literacy, oracy and numeracy skills across the subjects. | **X** |  |
| **Personal Attributes**   * Resilience, the ability to work under pressure and able to meet deadlines * Ability to think strategically, creatively and to prioritise * Excellent communication skills (including written, oral and presentation skills) * Excellent interpersonal skills * A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme | **X**  **X**  **X**  **X**  **X** |  |