

Job Description & Person Specification

Job Title:	MFL Second in Department
Location:	Hinchingsbrook School
Reports to:	Head of Department and Principal
Salary:	TLR 2a

Purpose

To satisfy the roles and responsibilities set out in the job description for a Classroom Teacher, Form Tutor and additionally those detailed in this job description.

Duties & Responsibilities

- To carry out the duties of a teacher in accordance with the provisions of the current Teacher's Pay and Conditions document, to the standards specified in the Teachers' Standards document and to work towards the agreed aims of the school.
- To raise achievement in MFL.
- To promote and develop a positive learning environment in MFL.
- To support the Subject Leader in the promotion of MFL high standards within the department.
- To support and help oversee the department's data tracking, monitoring and intervention strategies.
- To support and help oversee progression within MFL across the key stages.
- To help lead and support the department in analysing data and monitoring progression.

Leadership

- To model best practice in teaching and learning with particular regard to latest national developments and requirements.
- To help oversee department data tracking, standardisation and moderation systems.
- To provide leadership in MFL, to include:
 - Tracking, monitoring and intervention from KS3-5.
 - Coordinating intervention strategies.
 - Transition between key stages 2-3-4.
 - To lead a key stage (to be decided based on interview)

Management

- To monitor relevant elements of the Professional Standards Framework and intervene where necessary.
- To carry out the duties assigned within your job description in a professional, supportive and collegial manner.
- To support the other teachers within the MFL department and the Directorate.

Appraisal or review of performance

- To participate in the current arrangements made for the appraisal or review of your performance and that of any other teachers for whom you have line management responsibility.



Review, induction, further training and development
<ul style="list-style-type: none">• To review your pedagogy according to the Whole School Teaching and Learning foci (HAT).• To participate in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in planning and review statements.
Health and Safety
<ul style="list-style-type: none">• Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy.
Other
<ul style="list-style-type: none">• To support the furtherance of the school's mission statement.• To promote student and staff participation.• To support senior staff in monitoring and reviewing the impact of the curriculum and the quality of teaching and learning.• To share responsibility with others for specific aspects of the school environment.• To support colleagues in sustaining outstanding behaviour and attitudes to learning amongst students.
<i>To inspire excellence, fulfil potential and develop character</i> <i>To act as a role model in high quality teaching and learning</i>

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Second in Department)

Signed..... (Head of Department)

Date.....

Hinchingbrooke School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



Hinchingsbrook School Person Specification: Second in Department	
Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
University Degree	Essential
Qualified Teacher Status, with subject specialism(s) related to the Learning Directorate	Essential
Evidence of INSET received over teaching career	Essential
Awareness of strategies used to develop teaching and learning throughout the department	Essential
Awareness of national developments re teaching and learning	Essential
Appropriate in-service training/CPD according to experience	Desirable
Understanding of the importance of staff development and Performance Management issues.	Desirable
EXPERIENCE	
A track record of success in teaching and learning, according to experience	Essential
At least 3 years teaching in Secondary Education	Essential
Commitment to Secondary schooling as characterised by Equal Value, comprehensive, community education	Essential
Membership of a <u>major</u> policy group in school	Desirable
Experience of Sixth Form teaching	Desirable
PROFESSIONAL COMPETENCE	
Professional knowledge and understanding of one or more subjects within the Learning Directorate	Essential
Appreciation of roles of Personnel/Financial Management as they affect Management and morale of the school	Essential
CURRICULUM DEVELOPMENT/MANAGEMENT	
Understanding of Curriculum Management	Desirable
Evidence of Curriculum Innovation	Desirable
Evidence of creative thinking and ability to interpret guidelines flexibly	Desirable
ICT	
Demonstrable ability to use ICT in management	Essential
Understanding of opportunities afforded to students and staff through ICT	Desirable

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MANAGEMENT SKILLS	
Demonstrable evidence of good basic management techniques	Essential
Demonstrably good relationships with colleagues <u>and</u> students at all secondary ages	Essential
Understanding of and ability to manage scrutiny and accountability	Desirable
Evidence of community involvements. Interaction with parents and governors	Desirable
Evidence of successfully having led teams	Desirable
INTERPERSONAL SKILLS	
Sense of Humour	Essential
Possession of Integrity	Essential
Demonstrable ability to manage staff and students with prudent judgement/support/encouragement/challenge	Essential
Demonstrable liking/respect for students	Essential
Evidence of outside interests	Desirable
TARGET-SETTING	
Demonstrable experience and understanding of Target Setting techniques <u>and</u> the consequences for guidance for students and training for staff/tutors	Essential