



# Job Description

## MFL Teacher

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### MFL Teacher

<b>Summary of the role</b>	The post holder will undertake the role of MFL teacher, delivering MFL lessons to all pupils in Nursery – Year 6.
<b>Working Hours</b>	08:30 – 16:00, three days a week
<b>Working Days</b>	Monday to Friday, during term time only. INSET days are normal working days.
<b>Line Manager</b>	Director of Teaching & Learning
<b>Salary</b>	The Pointer School Pay Scale, fixed term contract expiring in July 2026

### Main Duties and Responsibilities

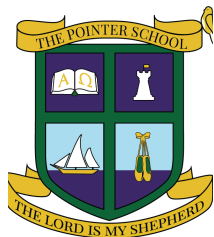
- To work alongside the Director of Teaching & Learning to plan and implement the MFL curriculum.
- Demonstrate good foreign languages teaching practice.
- Participate in subject lead meetings to discuss policy, practice and implementation of the MFL curriculum.
- To support the planning of language trips and visits and all associated admin in advance.
- To attend one international residential trip per year as requested by the Director of Teaching & Learning.
- To attend teachers' meetings as requested by the Head.
- To run languages events (eg MFL Assembly or MFL theme day) as requested by the Director of Teaching & Learning.
- To write termly reports on the progress of pupils in MFL.
- To contribute to the School Development Plan with targets for the development of the Languages curriculum and teaching.

### Professional Duties for all teachers (based on the DFE Teacher Standards):

#### Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect;
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

#### Promote good progress and outcomes



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- Be accountable for pupils' attainment, progress and outcomes be aware of pupils' capabilities and their prior knowledge;
- Guide pupils to reflect on the progress they have made and their emerging needs;
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching;
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Produce written reports of pupils' progress that identify what has already been achieved but also sets out the next steps each child needs to take, in line with published deadlines and guidelines.

## **Demonstrate good curriculum knowledge**

- Have a secure knowledge of the relevant curriculum;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English;

## **Plan and teach well-structured lessons**

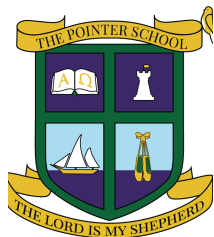
- Impart knowledge and develop understanding through effective use of lesson time;
- Promote a love of learning and children's intellectual curiosity;
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired;
- Reflect critically on the effectiveness of lessons and approaches to teaching; acting on advice from colleagues as part of continued professional development;
- Update the relevant year group's curriculum and plans as required by the SLT.

## **Adapt teaching to respond to the strengths and needs of all pupils**

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively;
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development;
- Have a clear understanding of the needs of all pupils, including those with special educational needs, those of high ability, those with English as an additional language, those with disabilities;
- Where appropriate, work with other professionals to support pupils with additional needs.

## **Make accurate and productive use of assessment**

- Make use of formative and summative assessment to secure pupils' progress;
- Use relevant data to monitor progress, and plan subsequent lessons and interventions;
- Write learning plans for children that are receiving any extra interventions and ensure that there is good communication with parents to explain their goals and achievements towards it.
- Communicate effectively with parents, providing feedback through prompt response to emails, regular parent meetings, and termly reports;



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- Give pupils regular feedback, both orally and through accurate and prompt marking, following the school's marking policy.

## **Manage behaviour effectively to ensure a good and safe learning environment**

- Take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy;
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary following the school's behaviour steps and related consequences.
- Ensure that pupils are safe and happy in the school environment (actively working to promote child protection).

## **Fulfil wider professional responsibilities**

- Be aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer;
- Make a positive contribution to the wider life and ethos of the school through the attendance of staff meetings and social events;
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- Deploy support staff effectively;
- Take Assemblies and supervise children during break/ lunch times as requested by the Deputy Head;
- Read, contribute to, and implement the school's policies and procedures.
- Participate actively in the extra-curricular life of the school;
- Organise year group trips and workshops, completing risk assessments, evaluations and ensuring the day runs smoothly.
- Work co-operatively alongside teaching assistants and other members of the wider school team;
- Encourage parents to be actively involved in their child's development. Actively promote home/school partnerships through clear and friendly communication and consultation;
- Attend all school functions that directly involve our pupils and to offer help when needed, e.g. concerts, plays, Sports Day, end of term assemblies etc.
- Carry out any other duties as may be reasonably required by the Head.
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*You may also be required to undertake such other comparable duties as the Head requires from time to time.*