Job Description

Post Title:	**Teacher of Modern Foreign Languages**
Grade:	**MPS/UPS**
Employed by:	**Northampton Free School Trust**
Line Manager:	**Curriculum Leader of Modern Foreign Languages**

Key Areas	**Responsibilities**
1. Teaching & Learning	To follow conscientiously, departmental syllabi and Schemes of Learning for each teaching group; to property prepare lesson materials and to mark learners' work consistent with departmental and school assessment policy; to set and mark home learning in accordance with departmental and school policy; to have the highest reasonable expectation of individual learner performance; to play a part in organisation and administration.
2. Classroom Management	To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss learners at the correct times; to keep checks on learners' attendance at lessons and follow up absences as appropriate; to liaise with Curriculum Leaders and/or pastoral staff on matters of concern relating to individual learners.
3. Recording Learner Progress	To keep appropriate records of individual learners' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.
4. Pastoral Responsibilities	To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as coach and guide to individual learners in the tutor group, both in relation to personal development and specific phases of educational development and transition.
5. Administration	To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.
6. Development Aspects	To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Curriculum Leaders/senior staff.
7. Appraisal/Performance Management.	To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
8. Health and Safety	To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.
9. Extra-Curricular	To be involved in some aspect of extra-curricular activity and a willingness to contribute to school trips, exchanges and clubs.
10. Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the School.

Person Specification

The successful candidate is likely to be able to demonstrate the following: -

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) Application letter (L) Interview process (I)
Education		
Ability to teach Spanish to at least KS4	E	A/L
Ability to teach a second language (preferably Latin or French) to at least KS4	D	A/L
A good honours degree in a related subject	E	A/L
PGCE or equivalent	E	A/L
QTS/QTLS	E	A/L
Experience of		
Delivery of outstanding teaching, resulting in excellent learner achievement	E	L/I
Contribute and implement Schemes of Learning	E	L/I
Curriculum development / innovative delivery models	D	L/I
Working using collaborative partnerships	E	L/I
Delivering MFL at Primary Level (EYFS, KS1 and/or KS2)	D	L/I/A
National curriculum and assessment in MFL	E	L/I
Organising and leading educational trips and visits	D	L/I/A
Contributing to cross-curricular / inter-school projects	D	L/I/A
Behaviours		
Natural communicator; relationship building skills with a range of stakeholders	E	L/I
Ability to use data and evidence to draw conclusions / reinforce success	E	L/I
Proactive and innovative; willing to take risks	E	L/I
Knowledge and Understanding		
Significant understanding of Teaching and Learning pedagogy	E	L/I
Experience of classroom observations and feedback	D	L/I
In depth understanding of tracking and monitoring learner progress	E	L/I
Leadership and Skills		
Ability to plan strategically and effectively	E	L/I
Ability to self-organise and multitask	E	I
Ability to self-evaluate	E	I
Excellent ICT skills	E	L
Excellent communication skills, both verbal and written	E	L/I
Ability to coach and motivate others	E	L/I
Attributes		
Committed to the aims of Wootton Park School	E	L/I
Committed to own continuing professional development	E	L/I
Proactive / strong problem solver with the ability to make things happen	E	L/I
Possession of an enthusiastic and 'can-do' disposition	E	I
Resilience, positivity and sense of humour	E	I