

## THE MARCHES ACADEMY TRUST

<p><b>JOB DESCRIPTION</b> <b>MPS/UPS</b> <b>TEACHER OF MFL</b></p>
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### RESPONSIBLE TO

Associate Headteacher, Subject Leader

### DUTIES

The Conditions of Employment of School Teachers (Schedule 3) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

### MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

- To teach MFL at KS3, KS4 and KS5.
- To contribute to other areas of the MFL curriculum as and when necessary.
- To teach additional lessons where required within the timetable allocated
- To supervise and so far as practicable teach any pupils where the teacher timetabled to take the class is not available to do so
- To create resources appropriate to the abilities of the pupils being taught.
- To contribute to the development of schemes of work, assessments, resources and displays.
- To keep up to date with marking and assessments.
- To keep an accurate teaching file.
- To attend meetings and events as required to fully support the department and school.
- To teach a mutually agreed timetable.
- To report back to parents in a variety of forms.
- To uphold department and school procedures, policies and plans.

- ❑ To take part in extra-curricular activities.
- ❑ To use a range of teaching and learning strategies.
- ❑ To incorporate ICT within lessons and personal documentation.
- ❑ To be responsible for a tutor group.
- ❑ To represent the department in cross-curricular working parties.
- ❑ Take an active part in supporting or leading on foreign visits or exchanges
- ❑ To attend MFL Department and Year Team meetings.
- ❑ To accept additional mutually agreed responsibilities as part of the MFL team
- ❑ To be a part of a duty team and undertake the responsibilities required.
- ❑ To attend relevant INSET courses and meetings with outside agencies.
- ❑ To actively uphold the school ethos.
- ❑ To take a professional approach to all aspects of the work.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

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

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced DBS check before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”*

**Note:** The Marches School is designated a no smoking workplace. There is an expectation that staff maintain a professional dress code and that ID badges will be worn and will be on show.