



## **JOB DESCRIPTION**

**School:** Central Foundation Boys' School

**Position:** Teacher of Mandarin

**Pay Scale:** MPS/UPS (+ TLR2a £3,214pa available for an additional responsibility within the department)

**Reports to:** Head of Department

### **Accountable for:-**

- Sustained outstanding attainment in Mandarin across KS3 and KS4
- Sustained outstanding teaching and learning in Mandarin across KS3 and KS4
- Sustained outstanding assessment in Mandarin
- Sustained outstanding behaviour for learning
- Promoting safeguarding of all students and equality of opportunity for all students and staff
- Maintaining professional standards
- Promoting the school's ethos and vision.

### **Main Duties and Responsibilities**

#### **1. Teaching and Learning**

- Plan, prepare and deliver outstanding lessons across KS3 and KS4 to provide students with the opportunity to achieve their potential.
- Ensure that lessons are engaging and stimulating taking into account individual needs of the students.
- Manage, develop and share resources to enhance teaching of Mandarin.
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
- Prepare lesson plans and schemes of work as agreed with the Head of Department.
- Monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- Maintain effective behaviour management in classroom using positive behaviour strategies to ensure learner's engagement in the lesson.
- Assess appropriately the work of the students following the course in accordance with the school assessment policy.

- Keep records of students' progress and achievement and set appropriate targets.
- Ensure that relevant homework is set and marked and the students are provided with a meaningful feedback.

## **2. Key Stage Coordinator responsibilities (a responsibility point)**

- To lead curriculum development in a key stage including consideration of appropriate syllabuses and modules.
- To lead the production and development of schemes of work for a key stage.
- To lead the development and maintenance of resources to support and ensure high quality learning.
- To facilitate and monitor the high quality planning of lessons including collaborative planning.
- To lead a team of teachers within the department to deliver high standards of teaching within a relevant key stage to ensure that students get the best outcomes.
- To monitor the production of homework by the students and lead interventions to ensure all students produce homework.
- To plan the system of assessment for a key stage.
- To ensure that all exam board administration is completed to a high standard and on time.
- To lead on the promotion of Mandarin courses.
- To provide high quality advice to students considering studying Mandarin at a higher level.
- To lead extra-curricular provision in Mandarin.
- Any duties or responsibilities to achieve the purpose of the post.

## **3. General Duties**

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
- Carry out the role of a form tutor.
- Fulfil the administration and assessment requirements of the examining body.
- Support other members of the curriculum area and students as appropriate.
- Review your own professional development and maintain professional standards.
- Carry out any other such duties as the post holder may reasonably be required to do.

## **4. Safeguarding**

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that 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.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



## **PERSON SPECIFICATION**

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### **REQUIREMENTS**

#### **Education and experience**

- Qualified teacher status or teaching qualifications from another country allowing one to obtain QTS within a year of commencing employment.
- A degree level qualification in a relevant subject.

#### **Skills, knowledge and abilities**

1. Excellent teaching skills.
2. An extensive knowledge of the National Curriculum for Languages.
3. Ability to work effectively as part of a team.
4. Ability to communicate effectively, both orally and in writing, with a range of audiences.
5. Ability to use ICT to facilitate learning and for effective management and administration.
6. Ability to effectively assess and track students' progress.
7. Ability to work under pressure and to deadlines.
8. A commitment to promoting the welfare and safeguarding of children and young people.
9. A commitment to inclusive education and equality of opportunity.

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