Haileybury Astana

Haileybury Astana is totally committed to safeguarding and promoting the welfare of children and young people and expects the same from its employees and volunteers

JOB DESCRIPTION

Job Title:	Junior School MFL Teacher
Department:	MFL
Reports to:	Head of MFL

Role Description:

Working to the Head of Department in maintaining high academic standards within their subject area. To ensure that pupils are supported in their learning journey through Junior School and set the highest aspirations for their pupils' achievement and development, both in the classroom and through the many extra-curricular activities on offer.

Responsibilities:

General

1. Actively promote and develop the ethos of the school.
2. Lead by example in all professional matters ensuring that all pupils observe matters such as dress, punctuality and attendance.
3. Actively establish good relations with parents and visitors to the school.
4. Support and attend all major school events.
5. Maintain a teaching load appropriate to the position.
6. Take a fair and appropriate share of duties.
7. Participate fully in House activities
8. Participate in Visits and Expeditions as required

Curriculum

1. Possess a functional familiarity with the relationship between the UK National Curriculum, CIE, PEARSON and IBO guidelines, Haileybury Astana Units of Work, lesson plans and evaluation for the particular year groups/subjects taught.
2. Keep up to date with curriculum developments through reading and CPD opportunities.
3. Plan, prepare and document lessons.
4. Manage curriculum delivery and associated resources in a manner that challenges and interests pupils and is appropriate to their needs and skill-levels.
5. Take responsibility for curriculum delivery and associated resources in a manner consistent with school and departmental policies and procedures.
6. Maintain an ongoing formative assessment programme related to Units of Work and associated learning objectives.
7. Prepare pupils for and administer summative assessment programmes including both school-based and externally examined assessments.
8. Maintain consistency with internal and relevant external marking schedules and moderation procedures.
9. Maintain legible, verifiable, accurate, comprehensive, defendable and fair records of formative and summative assessment results.

10. Write reports on student performance for internal and external use as required

Welfare and Discipline Matters

1. Monitor the work of class/form pupils, providing guidance, advice and admonishment.
2. Write and maintain relevant records for individual student files and write reports.
3. Lead Personal Development (PD) tutorial sessions.
4. Communicate and consult with parents.
5. Participate in, and document, meetings for any of the purposes above.
6. Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities.
7. Follow Haileybury Astana policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school's jurisdiction.
8. Take a pastoral interest in pupils in curriculum and extra-curricular activities and around the school environs so that they feel noticed, valued and cared for

Co – Curricular Activities

1. Supervise and coach pupils in the after school Co-Curricular Activities (CCA) programme and the extra-curricular sports and performing arts programmes.
2. Work with and support the relevant Olympiad teachers.
3. Organise the logistics associated with these programmes as they relate to transport and accommodation.

Professional Development

1. Participate in the annual Professional Performance Review.
2. Participate in school-wide CPD initiatives.
3. Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications.
4. Seek advice from line managers with regard to professional development and career paths.
5. Take full responsibility for areas that may be reviewed in a full school audit.

Collegiality

1. Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
2. Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists.
3. Supervise pupils during non-period time as determined by the duty rota.
4. Supervise classes on behalf of colleagues as determined by the cover schedule.
5. Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of Haileybury Astana

Safeguarding Health & Safety

Everyone who works at Haileybury Astana has the responsibility for promoting the safeguarding and welfare of children.

1. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
2. Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere;
3. Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.
4. Report all causes for concern to the Designated Senior Lead;
5. Provide thorough risk assessments as required prior to activities and trips.

Key Relationships

- Head of Department
- Department Teachers
- Class/ Specialist Teachers
- Assistant Teachers
- Administration Team
- Pupils
- Parents

Person Specification	Essential	Desirable
Behaviour	✓ Be a role model for Haileybury Astana staff Code of Conduct. ✓ Be highly motivated, ambitious and collaborative. ✓ Have high levels of honesty and integrity in aspects of their role. ✓ Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. ✓ Committed to safeguarding and to promoting the welfare of children and young people. ✓ Ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing	✓ Have an appreciation of their own culture as well as openness to the perspectives and beliefs of people from different countries, cultures, religions and languages. ✓ Recognise the importance of developing our pupils to be ethical global citizens
Skills and Knowledge	✓ Demonstrate skills, which leads to improvement of attainment and success within the school. ✓ Have excellent organisational skills ✓ Demonstrates the ability to manage change and work under pressure within those changing circumstances. Has excellent communication skills along with the ability to listen and understand. ✓ Demonstrates good coaching skills within a team environment. ✓ Has the ability to contribute to the positive management of student behaviour. ✓ Has the ability to inspire both adults and young pupils. ✓ Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people	✓ Show evidence of establishing clear goals and objectives for pupils which led to significant improvements in achievement across the subject
Experience	✓ Successful experience in working with pupils in the age group you are teaching	✓ Experience in teaching EAL pupils

	✓ Demonstrated experience in inspiring pupils in a stimulating learning ✓ environment Demonstrated experience of using ICT to promote learning ✓ Ability to analyse student data to support student achievement ✓ Demonstrated experience in raising achievement and setting challenging targets ✓ Strong commitment to supporting all aspects of our programme, especially through participating actively in the extra-curricular activities and contributing to the life of the school community	✓ Experience delivering at IGCSE and A Level ✓ Previous experience in an international school and familiarity with British education system ✓ Minimum 3 years' experience in teaching the subject
Qualifications	✓ Graduate qualified teacher ✓ Bachelor's degree in relevant subject area	✓ Master's degree an advantage

Signatures:

Post holder: _____ Date: _____

Line Manager:_____ Date: _____