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THE FOREST SCHOOL
Teacher of Modern Foreign Languages
Job Description

Job Title: Modern Foreign Languages Teacher (Maternity cover 0.9)

Responsible to: The Headteacher
Subject Team Leader (curriculum matters)
Community Leader (pastoral matters)

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

OVERALL RESPONSIBILITIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

KEY ACCOUNTABILITIES

Teaching & Learning

1. To manage pupil learning through effective teaching in accordance with the Subject Area's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching through effective planning.
3. To use a variety of teaching methods and approaches, including group work, active learning and ICT to match curricular objectives and the range of pupil needs.
4. To ensure an equal opportunity for all pupils to succeed through the use of differentiation and Assessment for Learning.
5. To set and mark work regularly, in accordance with the School assessment policy
6. To use the positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To assess pupils' work systematically and use the results to inform future planning and teaching.
3. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
4. To attend Parents Consultation Evenings, as required.
5. To keep an accurate register of pupils for each lesson.

Subject Knowledge & Understanding

To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses you teach

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Professional Standards & Development

1. To be a role model to pupils through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
4. To take responsibility for safeguarding and promoting the welfare of all pupils
5. To establish effective working relationships with professional colleagues and associate staff, including technicians.
7. To strive for personal and professional development through active involvement in the School's CPD programme and Appraisal procedures, where appropriate.
8. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children
10. To undertake any reasonable task as directed by the Subject Leader and/or Headteacher

COMMUNITY

1. To attend Parents Consultation Evenings and other events, as required within the agreed school time budget
2. To use the positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem
3. To be a role model to pupils through personal presentation and professional conduct
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
5. To take responsibility for safeguarding and promoting the welfare of all pupils
6. To establish effective working relationships with professional colleagues and associate staff
7. To ensure effective communication/consultation with colleagues, Governors, parents and pupils
8. To record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant pupil/staff file
9. To strive for personal and professional development through active involvement in the School's CPD programme and Personal Professional Development procedures, where appropriate
10. To work with the Community Leaders and Subject Team colleagues to monitor standards of dress, behaviour and organisation of pupils through the consistent application of the Classroom Routines
11. To follow all policies and procedures of the school, including the Teaching and Learning, Rewards and Praise, Behaviour for Learning, Child Protection and Safeguarding policies
12. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, the Teachers' Standards and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.

N.B: Every subject teacher will be expected to have pastoral responsibilities. Part-time teachers will be attached to a Community and have an involvement in the PSHE programme. Depending on the hours agreed, the post-holder may be required to cover registration periods and tutor time.