

ROYAL BOROUGH OF GREENWICH COUNCIL
EGLINTON PRIMARY SCHOOL AND EARLY YEARS CENTRE

JOB DESCRIPTION

DEPARTMENT: Children's Services

SECTION: Eglinton Primary and Early Years Centre

DESIGNATION OF POST: MFL Teacher

RESPONSIBLE TO: Executive Headteacher

Purpose of the job:

- To teach pupils in the Primary and Foundation age range.
- To support the Executive Headteacher, the Senior Leadership and Governors in creating an effective Primary and Early Years Centre.

Main duties and responsibilities

1. To carry out the duties and responsibilities of a teacher as defined in the School Teacher's Pay and Conditions of Service Document under the reasonable direction of the head teacher.
2. To participate in arrangements made in accordance with Performance Management.
3. Raise standards of pupil attainment and achievement within Modern Foreign Languages and monitor and support pupil progress.
4. To ensure high quality curriculum provision and effective teaching and learning within the MFL curriculum area, KS2, and to carry out the professional duties of a qualified teacher in accordance with the current DfE Teachers' Pay and Conditions document.
5. To teach pupils in the Primary age range and promote the well-being, health and happiness of the children in their class and any other assigned groups; to foster positive self esteem and hold high expectations of children's work and behaviour.
6. To take responsibility for the welfare and safety of all children on roll, but specifically for the class to which the teacher is attached.
7. To promote the aims and values of the school and teach according to the school's current policies, particularly the Teaching and Learning Policy.
8. To develop and maintain a high standard of classroom management, providing a stimulating and supportive learning environment.

9. To use a range of strategies to provide quality experiences which meet the needs of all children in the class.
10. To plan collaboratively with, and contribute positively to, the Key Stage team to ensure consistency and continuity in the curriculum offered.
11. To identify the needs of individual children and groups and plan differentiated activities.
12. To ensure that the Assistant Headteacher with responsibility for Inclusion is kept informed about the progress of pupils with SEN.
13. To ensure that any concerns relating to Child Protection issues are forwarded to the Child Protection Officer
14. To monitor children's progress through ongoing and formal assessments, keep meaningful records of achievement, and inform parents in line with school policies.
15. To have a commitment to continuing professional development through participation and interest in school-based and external INSET and experience.
16. To keep up-to-date with latest educational developments through reports, newsletters, professional publications and documents issued by relevant bodies. eg LBG, Ofsted, DFE etc.
17. To establish and maintain good relationships with all members of the school community- pupils, parents and colleagues.
18. To encourage and maintain a dialogue with parents about their child's development.
19. To have a commitment to and understanding of the school's and the LA's Equal Opportunities and Safeguarding Children Policies.
20. To be prepared to participate in after school activities such as clubs, school social events etc.
21. To attend Assemblies
22. To carry out any reasonable request made by the Head Teacher or his/her representative.
- 23. In addition you are required to undertake the following curriculum responsibility throughout the school, namely (To be Agreed).**
24. To monitor and evaluate achievement in this curriculum area.
25. To plan, organise, order and monitor use of appropriate resources.
26. To review school practice with colleagues and draft schemes of work if appropriate.

27. To provide leadership and support for colleagues by engaging in continuing personal development and sharing expertise.
28. To lead by example in classroom management and organisation of this subject.
29. To advise colleagues, liaising with other curriculum co-ordinators.
30. To promote and support the use of ICT in this subject.
31. To draw up, implement and evaluate an action plan for the maintenance and development of this curriculum area

This job description will be reviewed by negotiation.

Please see attached Job Profile

To be responsible to: The Executive Headteacher and Senior Leadership Team

Signed (Postholder) _____ Date: _____

Signed (Headteacher) _____ Date: _____

ROYAL BOROUGH OF GREENWICH

EGLINTON PRIMARY SCHOOL AND EARLY YEARS CENTRE
PERSON SPECIFICATION

POST: MFL TEACHER – PRIMARY SCHOOL

<p>EDUCATION AND TRAINING</p> <p>1) Qualified Teacher Status</p> <p>2) Recent and relevant inset for the purpose of professional and career development</p>	<p>AF</p> <p>AF</p>	<p>✓</p> <p>✓</p>
<p>EXPERIENCE</p> <p>3) Current and successful teaching within the Primary age range</p> <p>4) Experience of working within a team promoting the school's aims, objectives and policies</p> <p>5) To demonstrate an awareness of the need for a clear structure for learning within the Primary Strategy and the National Curriculum</p> <p>6) An understanding of effective use of assessment information on children's attainment to ensure progress with their learning</p> <p>7) A clear understanding of the importance of establishing and maintaining a good standard of discipline</p> <p>8) An ability to demonstrate an understanding of Special Educational Needs and the use of intervention strategies to support learning</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>KNOWLEDGE/SKILLS/ABILITIES</p> <p>9) Demonstrate an ability to develop a creative, stimulating learning environment for pupil's in line with the school's ethos and Equal Opportunities Policy</p> <p>10) To have detailed knowledge and understanding of the Primary Strategy and National Curriculum and a range of strategies to implement this</p> <p>11) Experience of planning which takes account of all pupil's learning needs and provides a range of challenging activities to engage pupil's interest</p> <p>12) Demonstrate experience of whole</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>✓</p> <p>✓</p> <p>✓</p>

class, group and individual teaching within a whole class setting ensuring that objectives are met and best use is made of teaching time	AF/I	✓
13) Experience of managing the work of other adults in the classroom to enhance learning opportunities for children's learning	AF/I	✓
14) An ability to communicate effectively both verbally and in writing and have competent skills in the use of ICT	AF/I	✓
15) An ability to develop and maintain a positive relationship with colleagues, children, parents and the governing body	AF/I	✓
OTHER JOB SPECIFIC REQUIREMENT		
16) A commitment to implementing the school's and Council's Equal Opportunities, Safeguarding Children and Health and Safety policies.	AF/I	✓