



# Stormont School

## MFL (French) Teacher - Job Description

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| <b>Post:</b>   |
| MFL (French) Teacher   |
| <b>Responsible to:</b>   |
| The post holder will be responsible to the Head of Pre-Prep and the Deputy Head, and through them to the Head.   |
| <b>Responsible for:</b>  |
| Teaching at least 1 Modern Foreign Language (French) to every class from Reception to Year 6 (some lessons in half classes of 12 pupils).<br>Organising relevant residential trip for Year 6 and serving as a Prep form tutor.   |
| <b>Liaison with:</b>   |
| Senior leadership team; teaching, administrative and support staff and volunteers; current, parents; other agencies  |
| <b>Salary and benefits:</b>  |
| Commensurate with skills and experience a competitive salary will be offered based on Stormont School's salary scale, and contributions will be made to a pension scheme. The successful applicant will also be eligible for private medical insurance.  |
| <b>Hours of Work:</b>  |
| This is a part time post (0.8 FTE). Teaching staff are expected to be in school by 8.00am each morning and to attend weekly staff meetings, parents' evenings and whole school CPD sessions, which may take place outside the usual weekly timetable.  |
| <b>Purpose of the post:</b>  |
| <ul style="list-style-type: none"> <li>▪ Inspire a love of learning of foreign languages amongst pupils</li> <li>▪ Produce detailed termly schemes of work that are designed to ensure progression and continuity in language learning throughout the school</li> <li>▪ Monitor T&amp;L for all pupils, and track progress</li> <li>▪ Liaise closely with Head of Learning Support, identify A&amp;T and SEN pupils and monitor progress regularly to ensure that A&amp;T pupils are challenged and SEN pupils are supported appropriately</li> <li>▪ Liaise with parents on pupil progress and pastoral issues</li> <li>▪ Complete termly reports for parents</li> <li>▪ Provide a secure environment where pupils can develop intellectually, socially and emotionally and achieve their full potential</li> <li>▪ Ensure that planning, preparation, assessment, recording and reporting meet the varying learning and social needs of all children</li> <li>▪ Maintain the positive ethos and values of the School, both inside and outside the classroom</li> </ul> |
| <b>Particular responsibilities of the Teacher as subject co-ordinator and form tutor</b>   |
| <ul style="list-style-type: none"> <li>▪ Keep abreast of current initiatives in T&amp;L, assessment and CPD</li> <li>▪ Reinforce and extend cross-curricular links with other subject areas</li> <li>▪ Advise the Head of Pre-Prep, Deputy Head and the Head on all of the above</li> <li>▪ Create and maintain a stimulating, welcoming and ordered environment in the classroom where resources can be accessed appropriately by all pupils</li> <li>▪ Review and implement agreed policies and guidelines</li> <li>▪ Support initiatives decided by the Head and staff</li> <li>▪ Plan appropriately to meet the needs of all pupils through differentiation</li> <li>▪ Set clear targets, based on prior attainment, for all pupils' learning</li> <li>▪ Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning</li> <li>▪ Maintain and promote good behaviour amongst pupils, in accordance with the School's behaviour policy</li> </ul>   |

- Participate in meetings which relate to the School's management, curriculum, administration and organisation
- Register and liaise with tutees on a day to day basis addressing individual needs that may arise and any subsequent necessary communication with parents or other staff members
- Teach PSHEE to tutees once a week following the Jigsaw scheme
- Provide a MFL activity or club that takes place outside of the school day (for at least 1 term)
- Communicate and co-operate with specialists from outside agencies
- Lead, organise and direct support staff within the classroom where relevant
- Participate in the School's appraisal system
- Ensure that resources are adequate and updated

The responsibilities of the post are to be performed in accordance with the provisions of the **Duties of a Stormont Teacher**

## **DUTIES OF A STORMONT TEACHER**

### **Exercise of general professional duties**

A teacher shall carry out his/her professional duties as required by the Head and the School, in accordance with the School's Code of Conduct for Employees and other policies relating both to professional conduct and the welfare and safety of children and young people.

### **Exercise of particular duties**

A teacher shall perform, in accordance with any directions which may reasonably be given to him/her by the Head from time to time, such particular duties as may reasonably be assigned to him/her.

### **Professional Duties**

The following shall be deemed to be included in the professional duties which a school teacher may be required to perform:

#### ***Teaching***

- Planning and preparing courses of study and lessons
  - Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work (including homework), to be carried out by the pupil in school and elsewhere
  - Assessing, recording and reporting on the development, progress and attainment of pupils
- In each case having regard to the curriculum of the School

#### ***Other Activities***

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her
- Providing guidance and advice to pupils on educational and social matters in accordance with School policies
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting regularly with the parents of pupils
- Communicating and co-operating with professional persons or agencies outside the School
- Participating in meetings arranged for any of the purposes described above
- Taking an appropriate share of collective staff responsibility to supervise the pupils on arrival at and departure from school and during the school day (including mid-morning and lunchtime breaks)
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

**Assessment & Reports**

- Providing or contributing to oral and written assessments, reports and references relating to pupils and groups of pupils

**Staff Appraisal**

- Participating in the Stormont Appraisal programme

**Further training and development**

- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher, including CPD

**Educational Matters**

- Advising and co-operating with the Head and other teachers in the preparation and development of courses of study, teaching materials, assessment and pastoral arrangements

**Behaviour Management & Child Safety**

- Maintaining and promoting good behaviour among the pupils, taking all necessary steps to ensure their safety and wellbeing both when they are at school and when they are engaged in school activities elsewhere

**Staff Meetings**

- Participating in meetings at school which relate to the curriculum or the administration or organisation of the School, including pastoral arrangements

**Cover**

- Supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them

**Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties with the context of the post as required by the Head.

*The post holder is responsible for promoting and safeguarding the welfare of all children for whom s/he is responsible, or with whom s/he comes into contact all times. S/he must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy and all other related policies.*