



JOB DESCRIPTION – MODERN FOREIGN LANGUAGES TEACHER

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE

Modern Foreign Languages Teacher

PURPOSE OF JOB

To teach foreign languages to pupils within the school and lead others in the department. To ensure continuity of foreign languages throughout the school by liaising regularly with other teachers in the department and with the Deputy Head and to undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine.

RELATIONSHIPS

Responsible to the Head for teaching duties and responsibilities, and for teaching tasks. Interact on a professional level with colleagues and seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to foreign languages.

Be responsible for the supervision of the work of educational assistants relevant to her responsibilities.

RESPONSIBILITIES AND KEY TASKS

- (a) Advise the Head and Deputy Head and colleagues on the implementation of the curriculum in accordance with the school's aims and policies and other foreign language activities and the broader relevance of foreign languages to the Upton House curriculum and its aims and policies.
- (b) Seek to ensure the effective use of the school's resources for foreign languages, the proper maintenance of materials and maintain efficient and effective control of the budgets.
- (c) Monitor the implementation of the curriculum.
- (d) Promote other foreign language teaching and learning within the curriculum always liaising closely with the Head and Deputy Head.
- (e) In the teaching of foreign languages, co-ordinate, plan and lead, when necessary, INSET as part of the whole school INSET programme.

- (f) Co-ordinate the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of foreign languages in accordance with the school's policy, liaising with the Deputy Head as necessary.
- (g) Assist the Head in the preparation of reports relating to the teaching of foreign languages if these are required.
- (h) Ensure examples of foreign language work are displayed throughout the school.
- (i) Seek to ensure the effective use of resources, proper maintenance of materials and maintain efficient and effective control of the budgets.
- (j) Keep up-to-date by reading and attending courses and seminars as appropriate.
- (k) Consider and encourage the growth of cross-curricular approaches.
- (l) Organise and lead, according to school policy and approval by the Head, a school journey to France for Year 6. The educational objectives being to improve the pupils' linguistic skills and widen their knowledge of French culture.
- (m) To attend parent evenings, staff meetings and departmental meetings and to take part in any after-school activities such as clubs and homework as required.