**Job Description – MFL Teacher**

**Job Purpose**

• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

• To monitor and support the overall progress and development of students as a teacher/form tutor.

• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

• To contribute to raising standards of student attainment.

• To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.

**Areas of Responsibility**

* Operational/Strategic Planning

• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.

• To contribute to the subject area’s Development Plan and its implementation.

• To attend all appropriate meetings.

• To plan and prepare courses and lessons.

• To contribute to the whole Academy’s planning activities

**Curriculum Provision**

• To assist the Subject Leader to ensure that the curriculum area provides a range of teaching which complements the Academy’s Strategic Objectives.

**ROLE OF SECONDARY SUBJECT TEACHER**

**Staff Development:**

• To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.

• To continue personal development in the relevant areas including subject knowledge and teaching methods.

• To engage actively in the Performance Management Review process.

• To ensure the effective/efficient deployment of classroom support.

• To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

**Quality Assurance**

• To help to implement Academy quality procedures and to adhere to those.

• To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.

• To seek/implement modification and improvement where required.

• To review from time to time methods of teaching and programmes of work.

• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

**Management of Information**

• To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.

• To complete the relevant documentation to assist in the tracking of students.

• To track student progress and use information to inform teaching and learning

**Communications**

• To communicate effectively with the parents of students as appropriate.

• Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.

• To follow agreed policies for communications in the Academy.

**Management of Resources**

• To contribute to the process of the ordering and allocation of equipment and materials.

• To assist the Subject Co-ordinator to identify resource needs and to contribute to the efficient/effective use of physical resources.

• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

**Pastoral System**

• To be a form tutor to an assigned group of students.

• To promote the general progress and well-being of individual students and of the form tutor group as a whole.

• To liaise with the Subject Leader to ensure the implementation of the Academy’s Pastoral System.

• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.

• To evaluate and monitor the progress of students and keep up to-date student records as may be required.

• To contribute to the preparation of Action Plans and progress files and other reports

• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

• To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.

• To contribute to PSHE and Citizenship and enterprise according to Academy policy.

• To apply the Behaviour Management systems so that effective learning can take place

**Teaching**

• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere.

• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

• To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.

• To undertake a designated programme of teaching.

• To ensure a high quality learning experience for students which meets internal and external quality standards.

• To prepare and update subject materials.

• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

• To maintain discipline in accordance with the Academy’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

• To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.

• To mark, grade and give written/verbal and diagnostic feedback as required.

**Other Specific Duties**

• To continue personal development as agreed at appraisal.

• To engage actively in the performance review process.

• To address the appraisal targets set by the line manager each Autumn Term.

• To undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) not mentioned in the above.

• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.

• To support the Academy in meeting its legal requirements for worship.

• To promote actively the Academy’s policies.

• To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.

• To show a record of excellent attendance and punctuality.

• To adhere to the Academy’s Dress Code.