Marple Hall School

JOB DESCRIPTION

POST: Subject Teacher **SUBJECT: MFL**

Responsible to: Head of Department

1. Post Purpose

- under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- to implement and deliver an appropriately broad, balanced, relevant 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 school's responsibility to provide and monitor opportunities for personal and academic growth

2. Teaching

- to teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school 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, Numeracy and school subject specialism(s) 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 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 school'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, departmental and school procedures
- to mark, grade and give written/verbal and diagnostic feedback as required

3. Planning

- to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- to contribute to the Department's development plan and its implementation
- to plan and prepare courses and lessons

Headteacher
Mr J. E. Barker

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4. Staffing

- to take part in the School'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 member of a designated team and to contribute positively to effective working relations within the school

5. Quality Assurance

- to contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

6. Management Information

- to maintain appropriate records and to provide relevant accurate and up to date information for reports, registers etc
- to use pupil data to inform teaching and learning

7. Communications and Liaison

- to communicate effectively with the parents of students as appropriate
- where appropriate, to communicate and co-operate with persons or bodies outside the school

8. 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 register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- to evaluate and monitor the progress of students and keep up to date student records as may be required
- to communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- to apply the Behaviour Management systems so that effective learning can take place

