



## **Job Description**

### **Role: Teacher of MFL**

**Job Purpose:** To be an excellent classroom practitioner with a commitment to ensuring the highest standards of achievement for all pupils. The ideal candidate will also have the highest expectations of both themselves, and the students they teach.

**Accountable to:** The Headmaster via the Head of Department and Deputy Head.

**Responsible for:** Leading by example by being an outstanding classroom practitioner and have the ability to enthuse both students and colleagues with their passion for language and ensure that languages permeate across both the school and curriculum.

### **Accountabilities**

#### **Policy/Strategic direction and development:**

- Contributing to whole school policy-making as required by the Head.
- Ensuring that the school policies and strategies are embedded in the operational activities and effectively support the daily operation of the school.

#### **Leadership & management of others:**

- Understanding leadership & co-ordination of a Curriculum area selected by agreement with the Head of Department and/or Assistant Head.

#### **Teaching and Learning:**

- Planning and preparing courses and lessons up to and including GCSE and A level.
- Teaching, according to pupils' educational needs, the pupils assigned, including (according to departmental guidelines) the regular setting and marking of work carried out by the pupils in school and elsewhere.
- Liaising with colleagues to support SEN, G&T, etc pupils as necessary.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Headmaster, including attendance at Parents Evenings and other meetings.
- Participating in meetings arranged for any of the purposes described above, including Departmental, Pastoral and other meetings.
- To develop a continual updating of knowledge and progress of the curriculum through personal reading, research and training.

- Be responsible for the specific subject area and ensure consistency and continuity in the planning and delivery of the curriculum and schemes of work within it in liaison with the Deputy Heads.
- Keep records of pupils' assessment data and use it to track their progress in collaboration with the Assistant Head Academic.
- Comply with and monitor the assessment guidelines as laid down in the Assessment, Marking and Reporting Policies.
- Make decisions on GCSE and A-Level entry levels in consultation with staff, parents and pupils.
- Assess pupils for Senior School Scholarships.

#### **Pastoral:**

- Ensuring a commitment to safeguarding and promoting the welfare of children.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Acting as a positive role model.

#### **Extra-curricular activities:**

- Organising and participating in extra-curricular activities.

#### **Marketing and external links, including public occasions:**

- Communicating and co-operating with persons or bodies outside the school (as necessary).

#### **Management of resources:**

- Supporting the monitoring and management of resources (as necessary).
- Maintain an inventory of all stock items.
- Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines.
- To carry out stock disposal in accordance with departmental and school policies.

#### **Monitoring, evaluation & assessment:**

- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

#### **Training & development of self and others:**

- In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.

**General requirements - All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the annual performance review process.

**Review and Amendment:**

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification****Skills Required – Essential**

- Organisational skills: able to work in an effective way to meet targets and deadlines.
- Decision making skills: the ability to solve problems and make decisions.
- Teamwork: the ability to work collaboratively with others.
- Communication skills: the ability to make points clearly and understand the views of others.
- Self-management skills: the ability to plan time effectively and organise oneself well.
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Ability to work effectively as a member of a team, to show initiative and imagination, to have vision and the ability to inspire others.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Effective and energetic in instigating and implementing change.
- Successful teaching experience across the full age range 11 – 18, with a track record of consistently enabling pupils to achieve high standards.

**Skills Required – Desirable**

- Experience of Teaching in a through school environment.

**Knowledge Base – Essential**

- Excellent subject knowledge.
- Experience and confidence teaching in French and Spanish, at least one of which must be to A level.
- Excellent professional knowledge and understanding.
- Understanding of national curricular requirements of the subject up to date with professional developments in the subject and other aspects of education.

**Knowledge Base – Desirable**

- Experience of Teaching other subjects to GCSE

**Person Specification****Qualifications/Attainment – Essential**

- Qualified teacher status
- Good honours degree
- A well-qualified graduate with QTS or the equivalent gained through experience
- Experience in a school or college environment

**Qualifications/Attainment – Desirable**

- Post graduate qualifications, Master's degree/post graduate diplomas
- Experience as a Teacher, Coach or Tutor
- Experience of organising or participating in extra-curricular activities, trips and tours

**Attitude/approach – Essential**

- Possess a positive attitude and approach to change and development
- Possess a 'can-do' attitude and a willingness to get involved
- Flexible and firm with the ability to know when to be either
- Enjoy rising to the challenges inherent in a school environment
- Ability to enthuse children and adults
- Lifelong Learner

## **Safeguarding**

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition, and overseas checks.

Online searches will be carried out on shortlisted candidates along with the requirement to complete a Self-Disclosure form.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding policy [here](#).