



JOB DESCRIPTION

**TEACHER OF MFL
(MPS)**

<p>JOB PURPOSE</p>	<p>As a member of the MFL department, to teach students the skills, concepts, expertise and potential of the subject in accordance with the policies and practices in the school and to take a full part in promoting the subject.</p>
<p>RESPONSIBLE TO</p>	<p>Head of Department</p>
<p>DUTIES AND RESPONSIBILITIES OF THE POST</p>	<ul style="list-style-type: none"> • To teach classes assigned by the Headteacher. • To prepare stimulating, challenging learning experiences and lessons, suitable for the varying needs of mixed-ability classes. • To incorporate a wide range of learning activities and strategies into lesson plans. • To be an expert in the delivery of relevant GCSE specifications. • To be familiar with the departmental specifications and to share in the department's responsibility for regularly reviewing and revising its contents. • To implement the department's assessment and marking policy. • Moderation exercises to validate prediction and standardise student work. • To set home study appropriate to individual student needs and in line with the school policy for home study. • To keep abreast of new developments and teaching materials in teaching. • To help initiate, organise and supervise visits and visitors. • To familiarise yourself with departmental learning resources and to play a part in adding to this. • To monitor and report upon students' progress, in line with departmental, and school policy. • To plan intervention activities to address underperformance to ensure all students reach their potential. • To be accountable for the progress and attainment of the classes you teach through detailed analysis of student data analysis and tracking. <p>RELATIONSHIPS WITH COLLEAGUES</p> <ul style="list-style-type: none"> • To attend departmental meetings and other meetings as required by the Head. • To be aware of work in other curriculum areas and to be receptive to co-operative teaching initiatives both within the MFL department and across other department areas. • To play an appropriate role in liaison procedures with all stakeholders. • To embrace the practice of support teaching within the school both working with, and as, a support teacher, as required by the Head. <p>RELATIONSHIPS WITH STUDENTS</p> <ul style="list-style-type: none"> • To establish firm but friendly relationships based upon mutual trust, co-operation and respect. • To guard students against inevitable failure, in all its forms, and to respond to them and their work positively so as to nurture self-esteem. • To administer the departmental policy for assessing and recording progress. <p>CLASSROOM DISCIPLINE AND MANAGEMENT</p> <ul style="list-style-type: none"> • To maintain a well-ordered, purposeful classroom environment in which students have high expectations of their own performance, and that of their teacher. • To assume that classroom control is a baseline for further success in the teaching/learning process. To accept personal responsibility for this control in one's own classroom, although back-up support is readily available in unusual or extreme circumstances.

	<ul style="list-style-type: none"> • To take responsibility for the care of furniture and resources in the classroom. • To create a lively, stimulating environment by providing and regularly changing displays of students' work and other appropriate materials. • To be aware of the school/departmental policies and to implement them accordingly.
GENERIC DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • To perform other duties as may reasonably be requested by the Head. • To act as a form teacher and to fulfil this valuable role in line with the school guidelines. • To engage fully and purposefully with the pastoral network within the school, in order to secure a sound quality of care for all students. • To be aware of and to implement school policies in response to national initiatives relating to such issues as special educational needs, and equal opportunities. • To pursue one's own professional development in all manner and means provided by the school organisation in consultation with the senior leadership of the school. • To be responsible for promoting and safeguarding the welfare of students

This post is subject to the limits on working time set out in the current Teachers' Pay and Conditions document.

Statement

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Signed

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Signed

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Headteacher

Date

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Date

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