



## **JOB DESCRIPTION 2018/19**

### **Teacher of Modern Foreign Languages**

#### **Responsible to the Head of MFL**

##### **1 Principal Responsibilities**

- To ensure familiarity with subject matter and departmental resources
- To prepare lessons relating to modules of work within the context of the departmental scheme and the requirements of the National Curriculum
- To be aware of the range of abilities and needs of pupils even within a setted teaching group and to endeavour to meet their individual needs through differentiation strategies.
- To liaise with the Head of MFL on any concerns relating to individual pupils
- To create and maintain an attractive and stimulating learning environment through display and exhibition, conducive to motivation
- To ensure a disciplined classroom situation, conducive to learning
- To maintain a pupils' register of attendance for each class in line with school policy
- To set and mark homework in line with the established homework policy keeping a full and accurate record of the task, date and deadline
- To assess, record and report achievement according to departmental, school and National Curriculum requirements
- To make full use of prior and current attainment data in order to set challenging targets for all pupils and to rigorously monitor their progress towards achieving these
- To provide 1:1 or small group intervention for specified pupils as required and prepare reports on individual pupil progress according to an agreed intervention schedule
- To give feedback to pupils on their progress and encourage and celebrate success whenever possible at whatever level
- To attend: regular department meetings, designated working groups, open evenings and annual parents' meetings for each year group as appropriate
- To keep abreast of new developments in MFL education
- To contribute towards departmental developments
- To ensure the safety of pupils at all times in the classroom and immediate vicinity
- To assume responsibility for extra-curricular groups, where appropriate, in liaison with other members of each department. E.g. revision clinics and booster classes

##### **2 Specific Responsibilities**

- To be responsible for maintaining and updating a KS3 year's lesson plans and resources
- To be responsible for updating lesson plans and resources for the GCSE course and related resources
- To participate and assist in organising field trips

##### **3 Additional Responsibilities**

- To be a Form Tutor of an assigned Tutor Group and to carry out the duties in accordance with the generic job description under the guidance of the Head of Achievement and

maintain the tutor base in tidy order with a regularly updated tutor group noticeboard. Display of Student Council minutes and other notices should provide a focal point in the room

- To contribute to the ethos of the school by promoting care and courtesy in the community and enforcing the codes of behaviour and uniform at all times, both inside and outside the classroom
- To contribute to general supervisory duties in accordance with school policy
- To take part in the Appraisal process in accordance with national policies and those of The De Curci Trust
- To attend core CPD as required
- To contribute to the period 6 programme
- To comply with the requirements of the National Standards for Teachers

#### **4 Miscellaneous Notes**

From time to time, teachers may be required to teach outside of their first subject. If this is required, then appropriate subject support will be made available.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's policy published in the Staff Handbook and have regard to the Teachers' Conditions of Employment and the National Teachers' Standards.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after discussion.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.