

# JOB DESCRIPTION



**Job title:** Teacher of MFL

**Grade:** Teacher Pay Scales

You are required to carry out the duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document.

## **Main Job purpose:**

Under the co-ordination and direction of the Head of Department, to contribute to the teaching of MFL and other work as directed.

## **Relationships:**

The post holder:

- Is ultimately responsible to the Headteacher in all matters and through the appropriate Assistant Headteacher, Head of Department and Head of Year for academic and pastoral matters within a given tutor team;
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum and cross-curricular links, encouraging development and improving the quality of teaching and learning in the School.

## **Key Tasks:**

- Teaching Spanish / French and, if necessary, subsidiary subjects for which qualified to teach, and to participate in the development of appropriate syllabuses, materials and schemes of work in these subject areas, attending team meetings as necessary.
- Controlling and overseeing the use of and storage of books, stationery and other teaching materials related to their teaching and ensuring that relevant Health and Safety Regulations are observed.
- Carrying out a share of supervisory duties in accordance with published rosters or as detailed by the Headteacher.
- Participating in appropriate meetings with colleagues and parents as required in respect of duties connected with the post.
- Keeping abreast of trends and developments in education, relevant to the post.
- Undertaking other tasks/responsibilities specific to the post holder's subject area or work.
- Assisting the Head of Year in their work through delegated key tasks and carry out the duties of a group tutor (if required) in respect of the students in the tutor group to include:
  - the maintenance of discipline and acceptable standards of conduct and appearance of students;
  - the establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;
  - the marking of the tutor group register (a legal document), ensuring that all information therein is kept up to date and that absences and lateness are accounted for and taking appropriate action where they are not;
  - the compilation of reports and references on the students as required, the maintenance of and conversance with the contents of the tutor group's students' files;
  - the monitoring of homework, student planners and the academic progress of students;

- the effective use of mentoring and tutor periods through activities/tutoring, supervising movement to and from assemblies with the tutor group, and attending tutor team meetings and briefings
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.
- Promoting and supporting the values of an inclusive culture that is free from discrimination and harassment, which recognises the benefits and importance of a diverse trust community.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in 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 published time budget policy, and have regard to Section 67 of a Teacher's Conditions of Employment.

**NB:** The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.



# PERSON SPECIFICATION

## Teacher of MFL

### Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

### Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

### Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

### Knowledge

- Good honours degree and/or relevant high level expertise
- A real interest in educational issues, approaches and alternatives from around the world
- Strongly support the ethos and culture of the school

### Leadership Skills

- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

### Problem Solving

- Enjoy facing new challenges
- Find, propose and lead solutions
- Use resources, intellect, creativity and innovation to be successful

### Resilience

- Hungry for a challenge
- Have patience and energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mindset

### Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the SAST family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.