

Job Description : Teacher of MFL- French & Latin

The person appointed to this post will:

- be able to teach French & Latin to students of all abilities at key stages 3, 4 and 5.
- have a love of the subject and desire and ability to convey this to students;
- be an excellent classroom teacher;
- be enthusiastic, energetic and open to innovation;
- possess effective communication skills;
- possess effective ICT skills;
- be committed to extra-curricular activities;
- be committed to the aims and ethos of a church school;
- be committed to personal development;
- have integrity, optimism and a sense of humour;
- hold good honours degree;
- hold QTS.

The MFL Department

The aim of the department is to promote a very positive and confident attitude towards MFL. Students are encouraged to develop an understanding of language to help them grow into knowledgeable members of our community.

The Post

The post requires enthusiastic, effective communication skills and sound classroom practice. It offers an excellent opportunity to join a key department and a dynamic team.

In addition, there is scope to contribute to other subject areas, the pastoral work of the school, and a wide range of extra curricular activities. The successful candidate will most likely be a Form Tutor.

Personal Attributes

- Have high expectations of themselves and of all students.
- Excellent communication skills.
- Excellent self-management skills.
- Excellent classroom teacher, ensuring that all students reach their potential.
- Ability to show empathy and understanding whilst commanding respect.
- Enthusiastic attitude to innovation.
- Integrity, optimism, resilience and a well-developed sense of proportion and humour.
- Ability to inspire students.
- Able to secure good relationships with staff, students and parents.
- Have a clear understanding of relevant curriculum requirements.
- Possess clear and effective communication skills to a range of audiences.
- Demonstrate continuing personal professional development.
- Commitment to personal development.

- Understanding of cultural diversity.
- Have a knowledge of and a desire to develop the use of IT.
- Supportive of ethos of a church school.
- Committed to equal opportunities.

Qualifications

- Good honours degree.
- QTS.

Generic Job Description: Subject Teacher and Form Tutor

This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.

Curriculum

- Plan and prepare lessons and resource materials that lead to an appropriately differentiated curriculum to meet the needs of all students.
- Ensure that department POS is followed and that work is planned well in advance of delivery.
- Ensure that the progress and achievements of each student is monitored and recorded. Overseeing details of individual and group assessments with reports, references being provided as necessary to agreed deadlines.
- Take account of students' prior levels of attainment and use them to set future targets.
- Set and monitor homework assignments regularly in accordance with school policy.
- Monitor and assess student achievement in accord with school policy.
- Ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential.
- Prepare constructive and developmental reports for parents, attending relevant parents evenings and meeting parents at other times necessary for ensuring maximum student achievement.
- Maintain data files (e.g. mark books and registers) to a high standard making them available for regular review by curriculum/subject leaders.
- Differentiate work to meet individual needs and to promote equal opportunities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' students and 'gifted and talented' students.
- Communicate effectively with form tutors, Year Coordinators, parents, department heads and senior staff as appropriate, in order to maximize the opportunities for effective learning to take place.
- Set work when required for absent pupils.
- Establish a purposeful working atmosphere during all learning activities.

Students

- Ensure the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson.
- Ensure that any sanctions imposed are in accordance with school policy.
- Ensure that each lesson begins and ends punctually and that students are properly supervised at all times.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Ensure that students' work is marked, corrected and returned promptly. Provide constructive comments and feedback as appropriate, promoting high standards of content and presentation in accordance with appropriate departmental criteria.
- Monitor any concerns with student achievement and take the appropriate action.

Staff

- Work in line with whole staff and departmental policies.
- Support NQT work in the department or year team as appropriate.
- Welcome, support and encourage new members of the department/year team.
- Share new ideas and suggestions, reflect on good practice and be involved in lesson/task observation to improve professional practice.
- Produce evaluation reports of all inset attended.
- Participate in departmental reviews, work with external consultants to develop departmental practice.

Resources

- Create and maintain a classroom that is a pleasant, tidy and well organised working environment.
- Promote the use of display of students work and use display as a means of encouraging students, celebrating success and raising levels of achievement.
- Ensure that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised.
- Take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Site Superintendent or Curriculum/Subject Leader as appropriate.

Other Duties

- Attend staff meetings, scheduled inset activities and workshops as published.
- Work in support of whole school, departmental and year group development plans.
- Support whole school activities that benefits the whole community (e.g. concerts, open evenings, sports events etc)
- Take time to read notices, keep to deadlines and carry out duties to the best of your ability.

Role of the Tutor

- Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
- Monitor student planners on a regular basis.
- Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
- Complete individual reports for parents and maintain regular contact.
- Promote students' achievements using praise and rewards effectively in line with school policy.
- Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
- Assist Learning Directors and Assistant Head in the organization of year activities and events.
- Ensure that students new to the school are properly inducted.

Appraisal and Professional Development

The teacher will be part of the school's appraisal scheme. S/he will have a Performance Manager who will set agreed targets for the year. The Performance Manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.