



# St Ursula's Convent School

## A Humanities College and Teaching School

### Job details

**Job title:** Modern Foreign Languages Teacher

**Salary:** According to experience

**Reporting to:** Line Manager

### Main purpose

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) - to implement and deliver an appropriately broad, balanced, relevant differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential

To contribute to raising standards of student attainment - to share and support the school's responsibility to provide and monitor opportunities for personal and academic

### Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching

- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

### **Planning**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's development plan and its implementation - to plan and prepare courses and lessons

### **Staffing**

- To take part in the School's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods - to engage actively in the Appraisal process
- To ensure the effective/efficient deployment of classroom support - to work as member of a designated team and to contribute positively to effective working relations within the school

### **Quality Assurance**

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

### **Management Information**

- To maintain appropriate records and to provide relevant accurate and up to date information for reports, registers etc - to use pupil data to inform teaching and learning

### **Communications and Liaison**

- To communicate effectively with the parents of students as appropriate

- Where appropriate, to communicate and co-operate with persons or bodies outside the school

### **Pastoral System**

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up to date student records as may be required –
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place
- To uphold the school's Catholic ethos in teaching and learning

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.

## Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience in a secondary school setting</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of the National Curriculum and new GCSE specification, particularly the MFL curriculum</li> <li>• Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve</li> <li>• Awareness of local and national organisations that can provide support with delivering the subject</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the post holder.

**Last review date:** May 2020

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Potholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_