

JOB DESCRIPTION

TEACHER OF MFL

Reporting to: Head of MFL

Location: Aston Manor Academy

Grade/salary: MPS-UPS (£28.000pa - £4.685pa)
Salary scale as at: 01/09/2022
Fixed Term Maternity Cover

Pay progression: *Incremental progression within the grade will be subject to professional criteria-based performance assessment*

Job Purpose

- To be an excellent classroom practitioner and be able to motivate and inspire students and support the high achievements of the department.

Key Responsibilities

Leadership of Teaching and Learning

- To be responsible for setting challenging yet realistic targets for all students that you teach.
- Ensure that you apply the Positive Discipline for Learning Policy at all times both inside and outside the classroom.
- Take responsibility for the behaviour of students in your lessons and seek support with any students causing concern.
- Utilise rewards to promote positive attitudes and apply sanctions as and when necessary.
- Ensure that the literacy and numeracy strands are incorporated into your lessons.
- Make effective use of ICT to support learning and promote independent learning within your subject.
- Keep abreast of changes within your subject area.
- Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.
- Take responsibility for all resources within your classroom and ensure any books / equipment given to students are returned in a reasonable state.
- Refer any concerns regarding a student to the Deputy Headteacher in line with our Child Protection policy.

Management

- Ensure all lessons are fully prepared, that learning outcomes are made clear to students and that progress against them is measured.
- Attend departmental / task group meetings.
- Ensure that Teaching Assistants/Mentors are fully involved in your lessons and briefed beforehand as to what is expected of them.
- Contribute fully to the Departmental Improvement Plan.
- Ensure that all work is differentiated so that there are supportive mechanisms in place for SEN pupils, extension activities for G & T pupils and each child is treated as an individual.

Monitoring and Evaluation

- Ensure that students work is marked promptly and feedback is given to ensure that they can improve their work.
- Set homework in compliance with the timetable distributed at the start of the year.
- Assess against targets on a regular basis and identify areas for development.
- Identify individual training/development requirements through the Performance Management process.
- Use Parents evenings to ensure students / parents know what level they are working at and what they need to do to improve.
- Complete interim and full reports using e-portal.

Form Tutor Responsibilities

- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.
- Using the data provided to ensure that students are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school / learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of students in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with Learning 2 Learn and TRICS.
- To deliver the PSHE / Citizenship programme to KS3 students if the timetable permits this.
- Contribute to the development of the PSHE programme of the year group your form is in.
- Carry out before school and break duties in line with the annual rota
- To share good practice with colleagues and learn from them via peer observations.
- Attend all pastoral meetings / Form Tutor briefings.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

**PERSON SPECIFICATION
TEACHER OF MFL**

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview		T – Test or Exercise		P Presentation	-
--	---	----------------------------------	---	----------------------	--	---	--	---------------------------------	---

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Degree in MFL (E).	AF/C
	Post - degree teacher training qualification with QTS status. PCET will be considered if QTLS is achieved or to be achieved (E).	AF/C
	PGCE in MFL education at secondary level (E)	AF/C
Experience Relevant work and other experience	Experience of delivering MFL curriculum at KS3, KS4 and KS5 (E).	AF/I/P
	Experience of promoting good, behaviour, attendance and punctuality and make use of the systems in place to support this (E).	AF/I/P
	Experience and knowledge of MFL curriculum at KS3, KS4 and KS5 (E)	AF/I/T
	Knowledge and experience in providing positive and targeted support to students with special educational needs. (E)	AF/I
Skills & Ability	An ability to lead and inspire pupils of all ages and abilities (E).	AF/I/P
	Strong communication and interpersonal skills (E).	AF/I/P
	Ability to meet deadlines. (E)	AF/I
	Strong teambuilding capability (with staff and students) and a participative and open approach to work and management (E).	AF/I

	<p>Ability to effectively manage student's behaviour both in the classroom and around school. (E)</p> <p>Ability to provide good outstanding teaching. (E)</p> <p>Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students. (E)</p> <p>Excellent written and verbal communication skills and ability. (E)</p>	<p>AF/I/P</p> <p>AF/I/T</p> <p>AF/I/T/P</p> <p>AF/I/T/P</p>
Behaviours	<p>Have the highest of expectations for yourself and your students (E).</p> <p>Flexible and adaptable with a can do attitude (E).</p> <p>Good judgement in knowing when to highlight/ escalate issues (E)</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust (E).</p> <p>To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc. (E).</p>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____