



## Job Description

### **Teacher of Modern Foreign Languages with possible Head of Department for one year (maternity cover) for the right candidate**

#### **Principal Responsibilities**

To contribute to ensuring high standards of teaching, learning and behaviour.

**Responsible to:** The Headteacher via Assistant Headteacher

#### **Duties and Responsibilities**

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfilment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within Team or Departmental areas in accordance with school and department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the School environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the School, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.

## **Specific Duties and Responsibilities as Head of Faculty or Department**

To lead learning within the Department through:

- providing a vision for learning within the Department in line with that of the faculty;
- ensuring high standards of teaching, addressing any issues where teaching falls below the required standards;
- ensuring high standards of learning, addressing any issues evident from RAISE online reports, self review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework);
- ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced;
- ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs and those who are identified as High Prior Attainers;
- supporting staff in dealing effectively with student behaviour in order to remove barriers to learning;
- ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard;
- ensuring value for money and the effective deployment of the Department's annual budget;

To lead, train, support and manage Department staff through:

- ensuring that all new staff receive a comprehensive induction;
- supporting the continuing professional development of Department staff;
- keeping up-to-date with relevant issues;
- facilitating the sharing of good practice through meetings and INSET;
- annual Performance Management of colleagues under direct line management.

To lead the Department's review and improvement planning work by:

- analysing the examination results of students working within the subject and agreeing and implementing action points;
- contributing to the faculty's annual self-review report (faculty SEF);
- observing an agreed number of lessons;
- ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences;
- preparing improvement plans for the Department;

To lead the Department's outreach work by:

- working collaboratively with other schools to promote the uptake and teaching of MFL;

## **Qualifications Required**

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

## **General Requirements**

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers' Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service

- In accordance with the provision of the Equality Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

Signature .....

Date .....

**Headteacher**

Name .....

Signature .....

Date: .....