

THE LENHAM SCHOOL JOB DESCRIPTION

Job Title:	Teacher of Modern Foreign Languages
Range:	MPS
Responsible for:	N/A
Accountable to:	Head of Faculty

Purpose of job:

- To secure the maximum academic progress for all students taught.

Key Responsibilities:

Employment Duties:

As set out in the current School Teachers' Pay and Conditions document, having due regard to all school policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

Particular Responsibilities:

1. To complete the tasks of the classroom teacher as set out in the above mentioned document.
2. To work with the Lead Teacher/Head of Faculty to ensure students are taught to the highest standard.
3. To undertake the duties of form tutor as directed by the Head of Year and appropriate managers.
4. To be aware of the current research on teacher effectiveness and professional qualities.
5. To be responsible for personal professional development according to the school policy.

Support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.
3. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.
4. Participate in the school's appraisal process.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.