|  |
| --- |
| **Glebe School: Modern Foreign Languages Teacher**  **MPS/UPS + SEN point**  **Specialist Learning Trust**  *An ambitious, inspirational trust, providing outstanding learning and support*  **Job Description – February 2021** |

|  |  |
| --- | --- |
| **General duties & teaching responsibilities** | * You will demonstrate good or outstanding performance against the national teaching standards * Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets * Help to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning * Plan and prepare lessons in order to deliver the curriculum, ensuring effective breadth and balance * Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations * Organise and manage groups or individual students, ensuring differentiation of learning needs, reflecting all abilities * Ensure lessons are catered to the needs of all students, including personalised educational health care targets for individual pupils * Identify and adopt the most effective approaches for students with a wide variety of different needs * Teach lessons that are creative, engaging and inspiring for the pupils * Implement the school’s marking and feedback policy and procedures * Deliver the curriculum with a high regard for Health and Safety, for example by completing risk assessments for all necessary activities, trips and visits * Help to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety * To be accountable for pupil progress and development within teaching groups against targets set * Accurately track and monitor the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations * Communicate and consult with parents over all aspects of their child’s education – academic, social and emotional. Attend parent/carer meetings * Ensure effective use of support staff during MFL lessons * Ensure that classroom/sports facilities are well organised, tidy and that displays are educational and celebratory of pupils’ achievements * Plan opportunities to develop the social, moral, emotional and cultural aspects of students’ learning * Participate in staff meetings and deliver presentations and training as required * Do break and lunch duties as required |
| **Strategic**  **responsibilities** | * Work as a member of a designated team and to contribute positively to effective working * Contribute to the development and delivery of a strategy for MFL * Contribute to targets for raising achievement in MFL * Have an outward facing approach and be willing to network with schools, colleges and other organisations to provide innovative opportunities for students * Act as a role model to others, demonstrating high standards of professionalism in all aspects of practice * Promote actively the school’s Vision, Values and policies to students, staff and other members of the school community * Play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example * Contribute to whole school and wider community development * Implement whole school policy and practice * Attend department and wider school meetings |
| **Other specific duties/**  **requirements** | * Participate in professional development and keep abreast of developments and future initiatives in the field of MFL teaching * Take part in wider staff training and development, for example in key areas such as safeguarding * Engage actively in the Performance Management Review process * To be reflective and to continually strive for self-improvement * Comply with all school policies * Comply with and enforce policies and regulations relating to Child Protection and Safeguarding * To comply with the school’s Health and Safety Policy and undertake risk assessments where required * Understand and comply with data protection regulations * Demonstrate a record of excellent attendance and punctuality * Adhere to the school’s Staff Code of Conduct and dress code * Undertake any other duties as reasonably requested by the Headteacher * Satisfactory references and an enhanced DBS are required |