



St Mary's School Colchester

Job Description

Job Title:	Modern Foreign Languages Teacher
Reporting to:	Head of Senior School through the Assistant Head (Academic) and Faculty Lead
Line management responsibility:	None
Hours:	Part-time, permanent: 4 days per week
Salary:	Main professional scale
Benefits:	Pleasant working location and grounds Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Use of School Fitness Suite. Discounted gym membership Access to Teacher Pension Scheme

General Provisions

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed within it.

Core Purpose

The post holder will be expected to carry out the professional duties of a teacher in order to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

- To establish and promote the subject as a beacon of good practice within the School through the provision of high-quality learning and teaching, and continuous academic progress.
- To model the school's vision and values through implementation of agreed policy, practices, and procedures.
- To work closely with the other members of the Faculty to promote effective working to constantly seek to improve learning and teaching and raise progress and achievement for all students,
- To work closely with the other members of the Faculty in leading specific initiatives/projects within the faculty to secure further improvements in student progress and attainment and strengthen links with the community.
- To support a culture that promotes excellence, equality, and high expectations for all students.

KEY RESPONSIBILITIES:

Strategic/operational planning

- Support the implementation of the faculty team vision and ethos to raise academic standards
- Choose/plan appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies for delivery of the subject
- Attend Faculty meetings.
- Contribute to a comprehensive, up to date, Faculty Handbook in electronic format
- Assist in the development of an annual faculty improvement plan, which contributes to the achievement of the School Improvement Plan, and which involves all the faculty staff in its design and evaluation
- Keep up to date with developments in subject areas as well as teaching practices and methodologies.
- Assist the Faculty in supporting whole school events such as Open Mornings, Parents meetings, Taster/Experience events

Curriculum provision and development

- Deliver an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan
- To foster, promote and co-ordinate cross curricular approaches and developments
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

Staffing

- Continue own professional development as agreed with Assistant Head (Academic) in the Senior School
- Promote teamwork and to motivate staff to ensure effective working relations.

Quality Assurance

- Work with the Head of Faculty to establish common standards of practice and develop the effectiveness of teaching and learning styles in the subject area.
- Monitor and evaluate the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria. Seek/implement modification and improvement where required.

Management Information

- Support the maintenance of accurate and up-to-date information concerning the subject on the management information system in conjunction with the Data Manager.
- In conjunction with the Head of Faculty, identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.

Communications and Liaison

- Ensure that you are familiar with the aims and objectives of the Faculty
- Support the effective communication/consultation across the faculty with parents of students
- Liaise with feeder schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required
- Contribute to the planning and delivery of school liaison activities, for example 'taster' events

Academic and Pastoral Monitoring

- Support the overall progress and development of students within the faculty in relation to targets set for each individual, ensuring that follow-up intervention procedures are adhered to in order to maximise student progress. Ensure that parents are informed in a timely manner of interventions.
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.

- Ensure the reward system and behaviour management system is implemented effectively so that effective learning can take place.

Administrative duties

- Ensure that attendance, progress, behaviour and attainment of students taught is regularly reviewed, recorded and reported in a timely manner (as requested by the Assistant Head (Academic) in the Senior School and also as outlined by the schools reporting and assessment annual programme.
- Co-ordinate the administration of internal assessments and examinations and entries of external examinations.
- Ensure paperwork/evidence required for inspection/day to day operations is completed and stored appropriately as directed by the Assistant Head (Academic) in the Senior School. This could include for example syllabi, resources, schemes of work, marking policies, work scrutiny evidence, completed lesson observation forms.
- Working with the Head of Faculty and teachers within the faculty provide or contribute to oral and written assessments, reports and references relating to students within the faculty as and when requested by the Head of Senior School or Assistant Head (Academic) in the Senior School.

Other specific duties

- Contribute to the faculty's offer of a range of activities for the school's enrichment programme
- Carry out scheduled Staff supervisory duties such as break and lunch times
- Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example
- Maintain a visible, professional, and high profile within the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



St. Mary's School Colchester

MFL Teacher

Person Specification

	Essential	Desirable
Qualifications/Knowledge		
Degree/Equivalent Qualification in French/Spanish	√	
QTS	√	
Evidence of Continued Career Development	√	
An understanding of current best practice in education	√	
Skills and Experience		
Experience of teaching across age and ability range.	√	
High Level of ICT Literacy		√
Experience of Pastoral Care (Form Tutor)		√
Personal Qualities		
An ability to lead and inspire others	√	
An ability to forge good working relationships with others	√	
Willingness to learn	√	
An ability to self-evaluate	√	
A willingness to commit to a whole school ethos	√	