



### Job Description & Person Specification

#### Position – ECT Modern Foreign Languages

Job Title:	ECT – Modern Foreign Languages
Responsible to:	Headteacher, line managed by Deputy Headteacher, Assistant Headteacher, Head of Faculty or subject leader where appropriate.
Pay Scale	Main Pay Range

#### Purpose:

#### Main Duties:

<b>Job Purpose</b>	<p>To deliver the highest quality of Teaching and Learning through being an effective teacher who challenges and supports all students to achieve their best by:</p> <ul style="list-style-type: none"> <li>Inspiring trust and confidence in students and colleagues.</li> <li>Building team commitment amongst students and colleagues.</li> <li>Engaging and motivating students.</li> <li>Analytic thinking.</li> <li>Taking positive action to improve the quality of student's learning.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work.</li> <li>Plan tutor sessions, lessons, and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners.</li> <li>Alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>Use a range of appropriate strategies and follow Academy policies for teaching, tutoring, behaviour management and classroom management.</li> <li>Use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets, and action plans for students in your teaching and tutor groups.</li> <li>Assess, monitor, and record progress of students in your teaching and tutor groups, giving them constructive feedback and advice.</li> <li>Enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally.</li> <li>Communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the Academy.</li> <li>Follow agreed policies for communications in the Academy.</li> <li>Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies.</li> </ul>



	<p>Engage actively in the Academy's Performance Management review process.</p> <p>Take responsibility for your own professional development within the context of the Academy's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning.</p> <p>Make an active contribution to the development of the Academy's policies, including team development plans and the overall School Improvement Plan.</p> <p>Contribute to the process of Academy self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria.</p> <p>Ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the Academy.</p> <p>Co-operate with colleagues to ensure a sharing and effective use of resources to benefit the Academy, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.</p>
<b>General</b>	<p>Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager.</p> <p>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</p> <p>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</p> <p>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</p> <p>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</p>

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.



Qualifications & Experience	
Specific qualifications & experience	Qualified teacher status. Degree holder.
Knowledge of relevant policies and procedures	Strong knowledge of the subject and National Curriculum. Knowledge of effective teaching and learning strategies. A developing understanding of what outstanding teaching and learning looks like and the willingness to strive to achieve this daily. A developing understanding of what effective marking and feedback looks like and the ability to provide this for all students according to school policy. A good understanding of how children learn. Ability to adapt teaching to meet pupils' needs. Ability to build effective working relationships with pupils. Knowledge of guidance and requirements around safeguarding children. Developing behaviour management skills. The ability to ensure that whole school policies (Behaviour, Homework, Child Protection etc) are implemented consistently.
Literacy	Good reading and writing skills.
Numeracy	Good numeracy skills.
Technology	Good ICT skills, particularly using ICT to support learning.
Communication	
Written	Ability to compose a professional email.
Verbal	Ability to exchange verbal information clearly with children and adults.
Languages	Overcome communication barriers with children and adults. An ability to forge good working relationships with staff and students.
Negotiating	Consult with colleagues.
Working with children	
Behaviour Management	Understand and implement the school's behaviour management policy.
SEN	Understand and support the differences in children and adults and respond appropriately.
Curriculum	Understanding of the learning experience provided by the school.
Child Development	Basic understanding of the way in which children develop.
Health & well being	Understand the importance of physical and emotional wellbeing.
Working with others	
Working with partners	Understand the role of others working in the school.
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
Teamwork	Ability to work effectively with others in the school.
Information	Ability to provide timely and accurate information, as required.
Responsibilities	
Organisational skills	Good organisational skills.
Line Management	Ability to supervise and monitor the work of others.
Time Management	Ability to manage own time effectively.



Creativity	Willingness to contribute ideas and suggestions to the working environment.
<b>General</b>	
Equalities	Committed to equality and diversity.
Health & Safety	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. High expectations for children's attainment and progress. Ability to work under pressure and prioritise effectively.
Child Protection	Committed to our Health and Safety policies and procedures.
Confidentiality/Data Protection	Committed to safeguarding and promoting the welfare of children and young people.
CPD	Commitment to always maintaining confidentiality. Compliance to Data Protection Act 2018 and GDPR principles/requirements.
	Commitment to own continuous personal and professional development.