NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM

Job Description

Job title:	**Teacher of Modern Foreign Languages (Spanish, GCSE and A Level) (The ability to teach KS3 French would be desirable)**
Responsible to:	Headteacher, line managed by Deputy Headteacher, Assistant Headteacher, Curriculum Leader or Subject Leader where appropriate
Responsible for:	Student progress and achievement Effective teaching in the specified subject area Support staff assigned to the area Working collaboratively with Subject colleagues to develop the curriculum provision
Salary/grade	MPS/UPR (as appropriate)

Context

All teaching staff are expected to meet and demonstrate the relevant National Standards for Teachers and work within the framework of the School Teachers' Pay and Conditions document. Particular reference should be made to the preamble in the National Standards which states that: Headteachers (or appraisers) will assess qualified teachers against a standard this is consistent with what should be reasonably expected of a teacher in the relevant role and at the relevant stage of their career (whether an Early Career Teachers (ECT), mid-career teacher, or a more experienced practitioner).

In order to have a framework that is consistent and, therefore, fair for all teaching staff we will assess against the expectations defined in the previous competency framework document. In it, in relation to C40, MPS teacher are expected to contribute towards the creation of departmental schemes of work and assessment methodologies from the end of their NQT year (with some experience of doing this within the NQT year).

UPS 3 teachers "play a critical role in the life of the School. They provide a role model for teaching and learning, make a distinctive contribution to the raising of student standards and contribute effectively to the work of the wider team" (STCPD 2009 p. 162).

UPS1 and 2 teachers must be approaching the above description and must "grow professionally by developing their teaching expertise post-threshold (Ibid).

UPS teachers are expected to undertake leadership roles within their department, especially in relation to P9 and P10, in particular, UPS teachers are expected to lead the development of schemes of work and methods of assessment (related to P1, P3, P4, P5 and P7).

Purpose

To deliver the highest quality of Teaching and Learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by:

- Inspiring trust and confidence in students and colleagues.
- Building team commitment amongst students and colleagues.
- Engaging and motivating students.
- Analytic thinking.
- Taking positive action to improve the quality of student's learning.

Main Duties

- To 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.
- To 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.
- To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To use a range of appropriate strategies and follow School policies for teaching, tutoring, behaviour management and classroom management.
- To 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.
- To assess, monitor and record progress of students in your teaching and tutor groups; giving them constructive feedback and advice.
- To enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally.
- To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents/Carers Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies.
- To engage actively in the School's Performance Management review process.
- To take responsibility for your own professional development within the context of the School's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning.
- To make an active contribution to the development of the school's policies, including team development plans and the overall School Improvement Plan.
- To contribute to the process of School self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria.
- To 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 School.

- To co-operate with colleagues to ensure a sharing and effective use of resources to benefit the School, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.

Other Duties

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policies.
- To comply with the School's Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual.
- To undertake any other duties not detailed above, commensurate with the level of the post.

The job description above is current at the date shown but may, in consultation with staff, be changed by the Headteacher to reflect or anticipate changes appropriate to the responsibilities, grade and job title.

Notley High School & Braintree Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.