

**Second in charge of Modern & Community Foreign Languages /
Head of French or Spanish (as required)
TLR 2b**

NAME OF TEACHER:

TEACHING ALLOCATION: 18 Teaching periods; 7 Preparation, Planning & Marking

REPORTING TO: Head of Department

RESPONSIBLE FOR

- Development of provision throughout both Key Stages for MCFL
- Head of French or Spanish as required
- Teaching MCFL classes and other subject classes as allocated by the Leadership Team

PURPOSE OF THE JOB

- To secure excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

- Teach MCFL, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEND, Most Able).
- Contribute to the development of Schemes of Work, School and Department policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report.
- Undertake specific duties as agreed with your line manager.
- Attend and contribute to meetings and professional development activities.
- Contribute to the school's extra-curricular programme.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the school or examination boards.

- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.
- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Impact on educational progress.

KEY FUNCTIONS (AS SECOND IN CHARGE OF MCFL)

1. Impact on educational progress beyond your assigned students

- Monitor behaviour in MCFL and place students on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Lead the teaching and learning of MCFL through the MCFL department.
- Have a central record of assessment data
- Lead, coordinate and monitor aspects of the Department Development Plan
- Organise events that raise the profile of MCFL

2. Lead, develop and enhance the teaching practice of others

- Develop, coordinate and monitor Schemes of Work, with the HOD, that all subject teachers contribute to and use.
- Observe MCFL teachers each term; coordinate peer observations
- Mentor and support colleagues (including NQTs, new teachers)
- Encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the department and across the school in an area of expertise
- Establish a network with local Primary and Secondary schools

3. Have accountability for leading, managing and developing a subject. Keep abreast of subject developments.

- Prepare for MCFL meetings, identify the purpose, circulate an agenda and minutes
- Review Schemes of Work annually
- Use student targets to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Participate in recruitment and appointment of MCFL teachers
- Deputise for the Head of MCFL as required.

PERSON SPECIFICATION: Second in Charge of Modern and Community Foreign Languages / Head of French or Spanish (as required)

EDUCATION & TRAINING:

Qualified Teacher Status
Knowledge of the current National Curriculum and SEN Code of Practice
Willingness to continue own professional development

EXPERIENCE:

At least 2 years teaching experience in a similar type of school
Successful teaching record and experience of raising achievement as part of a department team

ABILITIES & APTITUDES:

Clear, effective verbal and written communication
Ability to work well as part of a team
Commitment to promote student achievement
Commitment to develop the ethos of the school
Good ICT skills
Ability to manage and adapt to change
Excellent attendance and punctuality
The capacity to contribute to department development and curriculum planning

OTHER REQUIREMENTS:

Commitment to the school's Equalities Policy
Commitment to the safeguarding of children