

JOB DESCRIPTION
MODERN FOREIGN LANGUAGES
MPS



RESPONSIBLE TO

The Head of Department.

JOB PURPOSE

As a member of the Modern Languages department, to teach pupils the skills, concepts, expertise and potential of the subject in accordance with the policies and practices in the school and to take a full part in promoting the subject.

This post is subject to the limits on working time set out in the current Teachers' Pay and Conditions document.

Job descriptions may be amended after discussion with the post holder but will be reviewed at the time of Performance Management.

KEY TASKS

To teach classes as assigned by the Headteacher.

To be aware of the content and methodology of the National Curriculum guidelines and the departmental scheme of work

To prepare and share resources for the department.

To set and mark home study regularly in accordance with school policy

To maintain accurate records of pupils' progress in accordance with departmental assessment procedures

RELATIONSHIPS WITH COLLEAGUES

To attend departmental meetings

To be aware of the work of other departments to create good inter-departmental liaison

To support departmental colleagues at all times

RELATIONSHIPS WITH PUPILS

To get to know the pupils and to be appreciative of their problems

To try to ensure that languages learning is an enjoyable activity where pupils grow in confidence and do not experience repeated failure

To mark classwork and home study constructively and assessments positively

To try to ensure that each pupil is achieving his or her potential and progressing at a rate relating to ability

CLASSROOM DISCIPLINE AND MANAGEMENT

To provide stimulating tasks in order to maintain interest and encourage a positive working atmosphere in the classroom.

To be aware of the school/departmental policies with regard to discipline and to implement them accordingly.

IN ADDITION

To perform other duties as may reasonably be requested by the Head.

To act as a form teacher and to fulfil this valuable role in line with the school guide lines.

To engage fully and purposefully with the pastoral network within the school, in order to secure a sound quality of care for all pupils.

To be aware of and to implement school policies in response to national initiatives relating to such issues as special educational needs, multi-cultural education and equal opportunities.

To pursue one's own professional development in all manner and means provided by the school organisation, in consultation with the senior management of the school.