

## JOB DESCRIPTION BIRKDALE HIGH SCHOOL

<b>Post Title</b>	<b>Teacher of French and Spanish</b>
<b>Reporting to:</b>	Subject Leader - MFL
<b>Working time:</b>	Full time – Permanent
<b>Salary/Grade:</b>	MPR: £22917 - £24728
<b><u>DBS Disclosure level:</u></b>	Enhanced with barred list information and prohibition orders check
<b>Main purpose</b>	
<ul style="list-style-type: none"> <li>• To teach and effectively deliver the curriculum to range of classes throughout Key Stages 3-4.</li> <li>• To be accountable for student attainment, achievement and progress in the classes taught.</li> <li>• To evaluate the teaching and learning strategies and resources deployed.</li> <li>• To be responsible for leading on the development of one departmental dimension as agreed with the Subject Leader.</li> <li>• To support the school and the Subject Leader in securing quality of education for all learners.</li> </ul> <p>You are required to carry out the duties of a school teacher as set out in the current school policies.</p> <p>You are required to carry out such professional duties that the Headteacher may reasonably ask you to undertake.</p>	
In addition, you are required to undertake the following responsibilities, which may or may not be included above:	
<b>General responsibilities</b>	
<ul style="list-style-type: none"> <li>• To support and promote the school's aims and objectives.</li> <li>• To ensure a duty of care at all times to safeguard and promote the welfare of all students.</li> <li>• To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors.</li> <li>• To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff.</li> <li>• To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.</li> <li>• To actively support and promote positive professional and curriculum links across the school and with partner schools.</li> <li>• To actively engage with the performance management process and continue with personal and professional development.</li> <li>• To adhere to school policies and procedures as set out in the staff handbook and other documentation available.</li> <li>• To adhere to and support as appropriate school and departmental procedures regarding assessment, including preparation and entry for public examinations as specified by the boards.</li> </ul>	

### **Shaping the Future**

- To support the Subject Leader in providing a clear direction for the development of the school.
- To ensure that work across the classes taught fully reflects the school ethos and mission statement.
- To contribute to establishing the core values of the subject area and their practical expression.
- To contribute to the preparation, implementation and monitoring of the subject development plan.
- To support the departmental and pastoral teams in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.

### **Leading Learning and Teaching**

- To work with colleagues to formulate the aims, objectives and strategic plans for the subject which have coherence and relevance to the needs of students and support the aims, objectives and strategic plans of the school.
- To ensure short, medium and long-term planning is effectively carried out and students' individual needs are met in all the classes taught.
- To contribute to the development and implementation of curricular initiatives.
- To ensure high standards of student attainment, behaviour and motivation through effective teaching.
- To uphold the school's behaviour code and uniform regulations.

### **Developing self and working with others**

- To identify development needs and engage with appropriate programs designed to meet such needs.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To lead, with support as appropriate, the professional development of staff through example, coaching, peer-support and target setting.
- To plan, chair and organise meetings as appropriate.
- To support the school's ITT programme as required.
- To liaise with support staff, parents, governors and outside agencies.
- To attend and participate in Open and Parents' evenings.
- To participate in whole staff training and Continuing Professional Development.
- To attend team and whole staff meetings.
- To work collaboratively with all colleagues.
- To encourage moral and spiritual growth and civic and social responsibilities amongst students.

### **Managing the organisation**

- To ensure the highest standard of behaviour within the classes taught in liaison with the Subject Leader, Heads of Year and the Senior Leadership Team.
- To use all available resources effectively and efficiently.
- To actively commit to, engage with and support the school's programme of extra curricular activities.

**Securing accountability**

- To engage with the school appraisal process.
- To contribute to the target setting process for the subject.
- To contribute to the School procedures for lesson observation/progress reviews.
- To implement School quality procedures and to ensure adherence to those within the subject area.
- To monitor and evaluate own practice in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To provide accurate and up-to-date information for the management information system as requested by the Subject Leader, Senior Leadership Team or Governors.
- To analyse and evaluate performance data provided for the classes taught.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To update the Headteacher, Senior Leadership Team, Subject Leader and Governing Body on the effectiveness of provision for students in the classes taught.
- To report to and engage with external agencies as appropriate.

**Strengthening community**

- To be aware of own role and responsibilities within the department and as part of the school and wider community.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, Higher Education, Industry, Examination Boards, Awarding Bodies, External Agencies, and other relevant external bodies, as appropriate.
- To contribute to and actively engage with the school liaison and marketing activities as appropriate.
- To contribute to the setting up of effective links with identified partner schools and the wider community.
- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.

**Other Specific Duties:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

**DATE:**

9 March 2018