

JOB DESCRIPTION

POST: Main Professional Grade

RESPONSIBLE TO: Head of MFL

LEVEL: M1 – U3

CORE PURPOSE: To meet high professional standards in teaching and learning in the MFL Learning Directorate in order to ensure that students' knowledge, understanding and achievement are of the highest levels within the subject

With the Learning Director the post holder will:

- Help to deliver the Sponsors' vision and translate into practice in the Academy
- Take a role in developing a learning culture with high expectations in a safe and secure learning environment

SPECIFIC RESPONSIBILITIES The duties outlined in this job description are in addition to those covered by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility

This list is not comprehensive and gives an indication of the responsibilities entailed.

Strategic Direction

- To ensure student achievement is secured and recognised
- To give advice and guidance to students by being available and approachable
- To support the Academy's learning ethos and values
- To secure high standards of teaching and student learning through active participation in the Academy's Performance Management review procedures

Teaching and Learning

- To contribute to schemes of work and curriculum materials for the appropriate subject
- To plan effective lessons matching the design of the lesson to the ability of the students
- To use student data to inform planning and progression
- To have high expectations of students, based on a sound knowledge of their prior and potential attainment
- To take account of the need for progression in students' learning experience and be accountable for student attainment
- To ensure effective whole class, group or individual learning opportunities are available to students
- To set high standards of expectations of students' behaviour through good classroom discipline, focused teaching and productive relationships
- To set and assess homework as an integral part of students' learning
- To use opportunities to reinforce literacy and numeracy skills within the teaching
- To take opportunity to include the Academy specialisms in teaching and learning
- To use enterprising approaches to teaching and learning when appropriate
- To effectively deliver the tutorial programme
- To contribute to the extra curricular activities programme for students



Management of the Academy

- To apply best value for money principles in using the Academy's resources
- To ensure that the accommodation provides a positive and safe environment which promotes well being and high achievement for all in the Academy

Community and Partnerships

- To work closely and in partnership with the SLT to ensure the successful ongoing development of the Academy
- To work in partnership with the Achievement Manager to ensure that the students in the tutor group are academically mentored according to the planned Academy programme
- To undertake any professional duties delegated by the Principal

Developing Self and Working with Others

- To give clear and constructive feedback to students on how to move towards the next level or grade
- To work as a team member, identifying opportunities for working with colleagues and sharing good practice
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- To take responsibility for one's own professional development and keeping up to date in subject expertise and teaching skills/pedagogy
- To maintain effective working relationships with teaching and support staff
- To be a form tutor to a group of students and be responsible for their pastoral care as appropriate
- To keep an accurate register of attendance and encourage excellent punctuality and attendance
- To liaise with parent/carers as appropriate
- To take a positive approach towards innovation in teaching methodology and subject development
- To address the appraisal targets set by the line manager each Autumn Term
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham Academies Trust, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

EQUALITY AND DIVERSITY

The Academy is committed to equality and diversity for all members of society. The Academy will take action to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Person Specification

The successful candidate will be an experienced professional who is energetic, innovative and influential, reliable and committed to working as part of a team. More specifically candidates should be able to demonstrate the following minimum requirements:

Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • MFL Teacher, French • Honours Degree or equivalent in a relevant subject. 2:1 (desirable) • Evidence of further subject-based professional development (desirable) • A minimum of 1 years teaching experience (desirable)
Teaching	<ul style="list-style-type: none"> • Evidence of excellent classroom practice • Excellent understanding of effective and engaging teaching methods • The ability to engage, enthuse and motivate students • Experience of the use of ICT to enhance the teaching and learning process (desirable) • Ability to create a positive classroom climate for learning
Assessment	<ul style="list-style-type: none"> • An understanding of the use of assessment to inform planning • Evidence of improved student outcomes
Planning	<ul style="list-style-type: none"> • The ability to plan differentiated lessons and sequences of lessons with clear objectives to ensure progression for all students • The ability to set consistently high expectations for all students through class work and homework • Evidence of extended curriculum opportunities in ICT (desirable)
Professional Attributes	<ul style="list-style-type: none"> • Highly motivated • Respond well to a challenge • Understanding of different social backgrounds of students • Maintain high professional standards • Excellent communication skills • Ensures the safeguarding and welfare of students within the Academy • Maintains professional boundaries with students and parents. • Demonstrates the ability to work effectively as part of a team. • An interest in enrichment activities (desirable)

Name and Signature of Post Holder:	Date:
Name and Signature of Line Manager:	Date