

ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

JOB DESCRIPTION

Title of Post:	Teacher: Modern Foreign Languages
Purpose:	<p>To carry out the professional duties of a teacher as circumstances may require and in accordance with the School's policies under the direction of the Head Teacher</p> <p>To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and have students who achieve well.</p>
Responsible to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaison with:	Head Teacher, Deputy Head Teacher, Assistant Head Teachers, any relevant non teaching support staff, members of MFL subject team and parents
Working Time:	Full
Teaching and Learning Responsibility Point:	None
Disclosure level:	Enhanced
Main Duties	
Teach allocated students by planning their teaching to achieve progression of learning through:	<ul style="list-style-type: none"> • Identifying clear learning objectives and specifying how they will be taught and assessed; • Setting tasks which challenge students and ensure high levels of interest; • Setting appropriate and demanding expectations; • Setting clear targets, building on prior attainment; • Be aware of and make provision for students who have any needs which require adaptive teaching approaches or who have other particular individual needs; • Providing clear structures for lessons maintaining pace, motivation and challenge; • Making effective use of assessment and ensure coverage of programmes of study; • Ensuring effective teaching and best use of available time; • Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;

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	<ul style="list-style-type: none"> • Using a variety of teaching methods to: <ul style="list-style-type: none"> ○ Match approach to content, skills and knowledge, structure information, present a set of key ideas and use appropriate vocabulary; ○ Use effective questioning, listen carefully to students, give attention to errors and misconceptions; ○ through the use of the library, ICT and other sources. • Select appropriate learning resources and develop study skills • Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; • Evaluating own teaching critically to improve effectiveness; • Ensuring the effective and efficient deployment of classroom support; • Liaising with the Subject Leader to ensure the implementation of department policy and best practice.
<p>Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving:</p>	<ul style="list-style-type: none"> • Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; • Mark and monitor students' work and set targets for progress; • Undertake assessment of students as requested by examination bodies, departmental and school procedures; • Prepare and present informative reports to parents; • Undertake assessment of students and participate in the school's system for recording and reporting to parents.
<p>Examinations:</p>	<p>To implement School and Department policy with regard to external examinations.</p>
<p>Pastoral Care:</p>	<ul style="list-style-type: none"> • Follow the expectations for Form Tutors at St Bernard's. • Act as a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and of the Tutor Group as a whole. • Prepare Tutor Reports, UCAS References etc. • Contribute to PSHE and citizenship and enterprise according to School policy.

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Resources and Accommodation:	<ul style="list-style-type: none"> • To assist the Head of Department in the proper management, care and development of departmental resources. • To enhance the learning environment through the creative display of students' work and other materials. • To ensure the proper care of accommodation, furniture and equipment. •
Additional Duties/other Professional Requirements:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting the school's legal requirement for worship. • To have a working knowledge of teachers' professional duties, Teaching Standards and legal liabilities. • To operate at all times within the stated policies and practices of the School. • To establish effective working relationships and set a good example through their presentation and personal and professional conduct. • To contribute to the corporate life of the School through effective participation in meetings and management systems necessary to co-ordinate the management of the school. • To take responsibility for own professional development and duties in relation to school policies and practices. • To liaise effectively with parents and Governors. • To support the school in meeting its legal requirements for worship. • To actively engage in the Appraisal process. • To undertake any other duty as specified by the School Teachers' Pay and Conditions not mentioned in the above.

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 senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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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 Head Teacher to reflect or anticipate changes in the job.

Teacher **Line Manager**

Dorcac Abankwa