## 

# **PLYMSTOCK SCHOOL**

### PERSONNEL RECRUITMENT

###### JOB DESCRIPTION

**JOB TITLE** Teacher of MFL with responsibility for improving student outcomes and the wider student experience in MFL plus a whole school Teaching and Learning role.

**PAY GROUP** MPR/UPR + TLR 1a

## RESPONSIBLE TO: Headteacher

**HOURS OF WORK:** Outlined in the Teachers’ Pay and Conditions Document

**JOB PURPOSE:** To work with the Head of Department to take a participatory role in the strategic planning of the department and to promote the delivery of a high quality provision in MFL which ensures coherent progression and pathways from primary through to Year 13. To contribute to whole school Teaching and Learning.

All teachers work within the statutory conditions of employment set out in the current School Teachers’ Pay and Conditions Document. Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPR3 will:

* provide a role model for professional practice in the school
* make a distinctive contribution compared with other teachers
* contribute effectively to the wider team

The duties listed below are not, therefore, an exhaustive list of what is required.

In addition to meeting all of the teacher standards relevant to his / her stage of teaching, the MFL TLR 1a postholder will fulfil the following role:

**Leadership and Management**

* Create and maintain effective working relationships by promoting a creative and collaborative working environment
* Support the HOD with the production of the Subject Development Plan (SDP)
* Undertake staff appraisal
* Be outward looking, seeking to research and implement the best ideas nationally and internationally and to disseminate this within the team
* Meet regularly with the HOD to report on progress achieved towards current projects and set targets for the next phase of development
* Provide input and staff development at departmental meetings
* Be responsible for the FLAs each year, including initial contacts, induction and timetabling
* Support the HOD with open evenings, choices evenings, etc
* Support the HOD with setting cover work due to unplanned staff absence

**Achievement and Progress (working alongside other TLR postholders)**

* Monitor that all groups of students fulfil their potential in terms of progress, value added and attainment and lead the drive to address gaps in attainment of underachieving students
* Analyse data after each Progress Check and implement the necessary intervention for both classes and individuals as appropriate
* Develop systems and procedures to effectively challenge underachieving students and to coordinate and record intervention work across the department
* Work with the HOD to complete the exams analysis document, evaluate performance and work with the HOD to action plan for improvement and to monitor progress towards targets
* Liaise with parents regarding intervention strategies
* Contribute to the writing and implementation of the Raising Attainment Plan (RAP)
* Manage all aspects of the administration and student preparation for qualifications in languages other than French and German (Polish, Greek, Chinese, etc).
* Work within the team to ensure that assessment is frequent, accurate, differentiated to meet the needs of all students and used effectively to track student progress

**Teaching and Learning within the department**

* Be a lead teacher in the subject through outstanding personal teaching
* Assist the Head of Department with monitoring and evaluating the quality of teaching and learning across the department through lesson observations, learning walks, drop ins, work scrutiny and student voice and produce action plans for improvement
* Investigate and instigate strategies to aid progression for **all** students and lead on differentiation strategies across the department
* Lead on T&L initiatives to raise the standards for subgroups of students in MFL, particularly PP, Upper Band and boys
* Ensure that assessment in MFL is frequent, accurate, differentiated to meet the needs of all students and used effectively to track student progress
* Monitor that student work (including homework) is marked in line with the whole school marking policy and lead the department in the further development of formative feedback.
* Develop T&L strategies for the new specifications at both GCSE and A level
* Assist in designing schemes of learning which promote the use of Kagan structures, signpost appropriately differentiated learning activities and promote challenging, purposeful and enjoyable lessons which develop students’ ability to work independently
* Lead on the development of extra-curricular activities and cross-curricular projects that enrich the student experience
* Ensure that opportunities for literacy and numeracy are fully developed

**The Wider Student Experience**

* Organise the existing programme of opportunities for visits abroad for students
* Lead our current Erasmus Project “Ocean Citizens of the Future”.
* Develop existing exchange links and explore further opportunities, including email and Skype projects
* Explore further possibilities for post–16 experience abroad
* Ensure that trips and events provide both linguistic and cultural development
* Develop opportunities for students to use their languages (eg visits to our school from abroad; primary clubs) to encourage GCSE and A level uptake
* Investigate, bid for and run funded projects from organisations such as UK-German connection and the British Council
* Run the Language Leader Programme
* Support our primaries with the planning and delivery of MFL when needed
* Carry out risk assessment and EVOLVE procedures as required
* Liaise with all other colleagues, agencies, parents, etc, as appropriate, with special regard to safeguarding

**Teaching and Learning across the school**

* Lead T&L initiatives as designated and provide training to staff where appropriate
* Work with staff across the school to improve student outcomes in the role agreed

**Whole school**

* Actively support the development of literacy across the curriculum
* Make a positive contribution to the ethos of the school and to the school development plan
* Support the development of whole school and cross-curricular initiatives
* With the HOD, develop, implement, monitor, evaluate and review Department policies and practices to ensure they reflect the school’s commitment to raising achievement and providing a high quality education
* Promote partnerships with parents

**Additional**

* Follow Health and Safety requirements
* Ensure compliance with Data Protection legislation
* Show commitment to safeguarding and promoting the welfare of the children and young people
* Operate within the school’s Equalities policies
* Contribute to the maintenance of a caring and stimulating environment for young people
* Show a commitment to your own professional development

**Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.