



PLYMSTOCK SCHOOL PERSONNEL RECRUITMENT JOB DESCRIPTION

<u>JOB TITLE</u>	Teacher of French with responsibility for enhancing the wider student experience in MFL
<u>PAY GROUP</u>	MPR/UPR + TLR 2b
<u>RESPONSIBLE TO:</u>	Headteacher
<u>HOURS OF WORK:</u>	Outlined in the Teachers' Pay and Conditions Document
<u>JOB PURPOSE:</u>	To work with the Head of Department and Key Stage 3 and 4 Managers to support the delivery of a high quality provision in MFL which engages students, promotes uptake at KS4 and KS5 and ensures excellent outcomes.

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 postholder will fulfil the following role:

The Wider Student Experience

- Organise the existing programme of opportunities for visits for students both abroad (MFL-based) and UK based (Travel and Tourism).
- Carry out risk assessment and EVOLVE procedures as required
- Liaise with all other colleagues, agencies, parents, etc, as appropriate, with special regard to safeguarding
- 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, including a KS3 language club.
- 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
- Develop resources/contacts for in-class enrichment activities (pen pals etc), particularly at KS3
- Lead on the development of extra-curricular activities and cross-curricular projects that enrich the student experience

Leadership and Management

- Create and maintain effective working relationships by promoting a creative and collaborative working environment
- 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 Foreign Languages Assistants each year, including initial contacts, induction and timetabling. Monitor that the work of the FLAs is enhancing and enriching the student experience and promoting good outcomes.
- Manage all aspects of the administration and student preparation for qualifications in languages other than French and German (Polish, Greek, Chinese, etc).
- Support the HOD with open evenings and choices evenings to promote MFL

Achievement and Progress (working alongside other TLR postholders)

- Promote parental engagement with MFL as a subject by organising parental workshops and providing input at Learning Evenings
- Enhance schemes of learning with strategies, projects and resources aimed at raising attainment of specific groups to include; upper band, disadvantaged and boys

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
- 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 disadvantaged, upper band and boys
- Assist in designing schemes of learning which 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

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.