Job title: **Ponteland Partnership of Primary Schools - Modern Foreign Languages Teacher**

Salary: **Main to upper pay range**

Line manager: **Headteacher, Deputy Head Teacher**

Contract: This will be a full time contract.

Initially this contract will be awarded for a fixed term of 1 year to begin 1/9/17

Days will be split across the primary schools within The Ponteland Partnership.

**Main purpose of the job**

**In addition to the Conditions of Employment for teachers laid down in the School Teachers’ Pay and Conditions Document**

* To teach MFL across the Ponteland Partnership of Primary Schools as directed
* To hold accountability for standards achieved in MFL within given year groups in given schools
* To secure the long- term success of MFL across schools by maximising potential through the skills and resources held

**Duties and responsibilities**

This job description is to be performed in accordance with the attached provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the postholder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description will be reviewed annually and if necessary will be amended in consultation with the teacher.

**Relationships**

* The postholder is responsible to the Headteacher for his/her teaching duties and responsibilities for teaching tasks.
* The postholder is responsible for the supervision of the work of teaching assistants relevant to his/her responsibilities.
* Create and maintain effective partnerships with pupils, parents, Governors and staff to support and improve pupils’ achievements in MFL.

**Developing Self**

* Have a good up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies.
* Promote and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other leaders.

**Particular Responsibilities**

The particular responsibilities attaching to the post of MFL teacher are as follows:

* to teach, according to their individual educational needs, children assigned to him/her in the allocated class;
* to control and oversee the use and effective storage of resources provided for MFL and to maintain a well organised classroom environment that will stimulate learning;
* to maintain discipline in accordance with the rules and disciplinary systems of the school and to share responsibility for the welfare and safeguarding of all the children within the school;
* to contribute to staff meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;
* to promote equal opportunities within schools and to seek to ensure the implementation of the school’s equal opportunities policy
* to teach within the framework of the school policies

**Key Tasks**

The key tasks attaching to the post of MFL teacher are as follows:

* to take account of individual children’s needs and seek to maximise their motivation to learn by using a wide variety of teaching methods to deliver MFL
* to maintain a continuous and consistent focus on pupils’ achievement, using data and benchmarks to monitor progress in MFL across each class taught
* to maintain medium and short term planning records in accordance with the school policy
* to keep children’s books and work marked and monitored regularly
* to teach challenging, well organised lessons that build on pupils prior learning and enable sustained progress to be attained
* to ensure lessons are informed by well-grounded expectations of learners designed to raise levels of attainment.
* to provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on pupils’ attainment, progress and areas for development.
* to ensure that administrative records relating to children are correctly maintained relating to school procedures
* to participate in the School’s Performance Management as agreed in the policy
* to be aware of your responsibilities at all times under the Data Protection Act

This job description is subject to amendment as the needs of the school may require but only after consultation and in agreement with the ‘Teacher’s Pay and Conditions.’ It will be reviewed annually.

Signature of Post Holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Signature of Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_