

Moreton School – Teacher of MFL	
Reporting to:	<ul style="list-style-type: none"> • Subject Leader –MFL
Main Purpose of the Role:	<ul style="list-style-type: none"> • To facilitate and encourage a learning environment that provides students with the opportunity to achieve their individual potential.
Key Responsibilities:	<ul style="list-style-type: none"> • To ensure that all teaching standards are fully met and demonstrated through professional practice. • To plan, prepare, deliver and evaluate sequences of lessons • To mark and provide feedback on student work as per the whole school policy • To implement and follow all whole school policies. • To monitor and support the overall progress and development of students as a teacher / Form Tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. • To encourage the safety of students and staff and to encourage academic and social development alongside academic achievement. • To support the development of the faculty and school as a whole. • To be an active contributor to the life of Moreton School. • Demonstrate commitment to continued professional development including through the appraisal policy • To undertake any duties as may reasonably be requested by the Line Manager or the Headteacher
Other Information	
Salary:	<ul style="list-style-type: none"> • Teacher Pay Scale
Operational Planning:	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Faculty. • To contribute to the Curriculum Area and Faculty’s improvement plan and its implementation. • To contribute to the Faculty self-evaluation. • To plan and prepare courses and lessons. ▪ To contribute to the whole school’s planning activities.
Staff Development:	<ul style="list-style-type: none"> • To take part in the school’s staff development programme by participating in arrangements for further training and professional development
Appraisal:	<ul style="list-style-type: none"> • To engage actively in the Performance Management Review process. • To contribute to the process of monitoring and evaluation of the curriculum area/Faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Moreton School –Teacher	
Information management	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track students' progress and use information to inform teaching and learning.
Communication	<ul style="list-style-type: none"> • To communicate effectively with parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing & liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Pastoral:	<ul style="list-style-type: none"> • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life if needed. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff. • To contribute to PSHCE and citizenship and enterprise according to school policy. • To apply the Behaviour management systems so that effective learning can take place.
School Ethos	<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 and ensure staff and students to follow this example.
Additional Duties:	<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 its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

- Employees will be expected to comply with any reasonable request from a manager 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 visitor and telephone calls.
- 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 colleague who develops a disabling condition.
- This job description is current at the date shown, but, following consultation with you may be changed by the Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.