|  |  |
| --- | --- |
| **SCALE** | **MPS** |

**TEACHER OF MODERN LANGUAGES (SPANISH & FRENCH)**

**Line Management**

Responsibility is to the Lead Professional for Modern Languages

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions document.

You are required to carry out the duties of a classroom teacher as detailed below:

* To contribute to the development of curriculum courses and the delivery of the National Curriculum.
* To plan schemes of work within the area, prepare lessons and maintain a record of work for each teaching group.
* To teach according to the educational needs of the groups allocated and mark all work carried out by those students.
* To set homework of a meaningful and appropriate nature, having regard to students’ abilities.
* In cases of foreseen absence, to set meaningful and appropriate work for all classes.
* To assess and monitor students’ progress, maintain records and report on the development, progress and attainment of students in accordance with school and curriculum area policy.
* To review from time to time methods of teaching and programmes of work.
* To participate, as appropriate, in arrangements for further training and professional development as a teacher.
* To take all reasonable steps to maintain good order and discipline among students, monitor their attendance and safeguard their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
* To prepare students for external examinations and participate in internal moderation.
* To participate, as appropriate, in meetings at the school which relate to the curriculum, and administration or organisation of the school.
* To participate in the school pastoral system, providing guidance and advice to students and to attend parent/teacher consultation evenings.
* To carry out such duties as may be requested by the Headteacher in accordance with school policy.