

Role Profile: Teacher of MFL

Purpose

To teach French & Spanish, work with the Head of Languages to ensure a high-quality learning experience for pupils and to carry out such other associated duties as are reasonably assigned by the Headmaster. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

General Information

Downsend is an established, academic preparatory school which is dynamic and contemporary. We provide each child with a broad education, through experiencing a vibrant school life that extends beyond the classroom leading to outstanding academic development. We encourage our pupils to become well-rounded individuals in a modern society. Staff and children enjoy excellent relationships and pastoral care is of paramount importance.

Languages occupy an important role in the curriculum at Downsend School. French is introduced, from Reception Class upwards, in our Pre-Preps, before being taught more formally at our Prep School. Spanish Clubs are also offered during a pupil's formative years. In Year 5, Spanish and German are introduced into the curriculum as a taster course; French continues to be a compulsory subject until Year 8 & pupils then choose which second language to study into Year 6 and beyond. Although not compulsory, all pupils are encouraged to study a language at GCSE level.

Relationships

The post holder is responsible to the Head of Languages in all matters and works closely with other members of the department. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school. The salary will be commensurate with the experience and qualifications of the applicant.

Standards and Quality Assurance

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- Attend & participate in Open Days & whole-school events & performances
- Uphold the school's behaviour code & uniform regulations
- Attend courses to remain up to date in current curriculum development and professional practice
- Attend as directed, meetings, development sessions, and INSETs

Teaching and Learning

- Carry out teaching duties in two languages, at least one to GCSE standard, in accordance with the school's schemes of work
- Work with the Head of Languages to ensure the progression of language teaching and learning through the school

- Work with the G & T Coordinators to provide pupils with opportunities in and out of the classroom for extension and enrichment, and for scholarship preparation
- Contribute widely to the extra-curricular life of the School - full-time staff are expected to offer a minimum of 1 hour a week to the Clubs Programme (pro rata for part-time staff)
- Demonstrate good practice in the teaching areas of responsibility

Assessing and Reporting

- Record students' work;
- Use IT to assist lesson preparation, teaching and reporting & administration
- Maintain detailed records of pupils, liaising closely with colleagues involved in the tracking & monitoring of pupils
- Monitor, evaluate & review practice in your teaching area
- Maintain lesson evaluations
- Mark and return work within the agreed time span, providing feedback & targets
- Provide assessment reports to monitor student progress
- Write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress
- Work within the Code of Practice relating to Special Educational Needs

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

- The resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice
- All accidents are reported to the Business Manager via the School's Accident Report Form procedure
- The Head of Languages, Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ A good Honours graduate in French and/or Spanish ✓ An outstanding and qualified MFL Teacher with a love of their subject 	<ul style="list-style-type: none"> ✓ Able to teach 2 languages to GCSE level
Skills	<ul style="list-style-type: none"> ✓ Excellent communication skills (oral, written and use of ICT) ✓ Good organisational and administrative skills ✓ The ability to teach MFL to Years 2-11 	<ul style="list-style-type: none"> ✓ Enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education ✓ Calmness and efficiency and the ability to work under great pressure at certain times ✓ Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy
Experience	<ul style="list-style-type: none"> ✓ A keen and self-motivated practitioner, who wishes to be a committed team member in a successful department 	<ul style="list-style-type: none"> ✓ Eager to learn and attend INSET as necessary ✓ Aware of the nature of the School and prepared to commit to its all-round ethos
Other	<ul style="list-style-type: none"> ✓ Willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile' ✓ A cheerful and well-presented person ✓ A good sense of humour is essential, as is the ability to deliver a 'hands on' tactile style of teaching 	<ul style="list-style-type: none"> ✓ Very high expectations of pupils' attainment, progress and behaviour ✓ Understanding of the nature of independent education and of the high expectations therein

Key Stakeholders:

Internal – Pupils, Parents, Staff

External – Local Prep, Feeder & Senior Schools, Cognita SSC, local community

Signed: Name (print):

Date: