



Role Profile: MFL Teacher Full Time (Preferred)

Purpose

To be able to teach both French and Spanish to pupils between the ages of 2.5 and 11 years of age. To have some knowledge and understanding of all areas of the Early Years Curriculum and the Key Stage One & Two Curriculum. Be willing to take on a role of Modern Foreign Languages Coordinator or leader as required.

Reporting to: Deputy Head

Department: Teaching Staff

Working hours: Full Time (Preferred) Plus INSED Days

Checks: Enhanced DBS, 2 satisfactory references and overseas check if applicable

Start Date: January 2021

Key Accountabilities

Teaching:

- Planning and preparing courses and lessons
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in school or elsewhere
- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments
- Assessing, recording and reporting on the development, progress and attainment of pupils including:
 - providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils
 - communicating and consulting with the parents of pupils.
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters
- Communicating and co-operating with persons or bodies outside the school
- Accompanying pupils on trips away from the school
- Maintaining and monitoring display work in appropriate areas of the school
- Lead residential or overseas trips and complete the relevant documentation and checks to allow this to take place

Professional Development

- Participating in any arrangements that may be made for teacher appraisal
- Reviewing methods of teaching and programme of work
- Participating in arrangements for your professional development

Educational Methods

- Advising and co-operating with the Senior Leadership Team (SLT) and other teachers on the preparation and development of courses of study, teaching programmes methods of teaching, assessment of pastoral arrangements and teaching materials
- Being aware of developments in the Digital World and how they may be integrated into your subject

Discipline, Health and Safety

- Maintaining high behaviour management and discipline among the pupils and safeguarding their well being and health and safety both when they are on the school premises and when they are engaged in authorised school activities off-site

Other Duties

- Running at least one after school club on a weekly basis during term time
- Organisation of Parent meetings, Inset and participating in Staff Meetings (Monday after school) at the school which relate to any of the purposes described above, the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Cognita Group or where necessary
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after school sessions

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

• **Key Stakeholders:**

- **Internal** - Communicating and consulting with the parents of pupils
- **External** – Communicating and co-operating with persons or bodies outside the school

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in MFL • UK Qualified Teacher status (QTS) • A-C GCSE's (or equivalent) in English, Maths and IT skills • Evidence of a commitment to good teaching practice • Evidence of participation in continuous personal and professional development or study • 	<ul style="list-style-type: none"> • Paediatric First Aid
Skills & Knowledge	<ul style="list-style-type: none"> • Good behaviour management skills • Intermediate IT skills • Understanding of Safeguarding • 	
Experience	<ul style="list-style-type: none"> • Recent teaching experience in a school • Knowledge of relevant Key Stages and National Curriculum requirements • Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • An understanding of safeguarding procedures and child protection methods and responsibilities • Understands and values the processes of planning as an aid to raising standards & attainment • 	<ul style="list-style-type: none"> • Use of basic first aid equipment as required
Personal Qualities	<ul style="list-style-type: none"> • Neat, tidy professional appearance. • Pleasant and friendly manner • Confident approach to varied situations. 	

Benefits

- Competitive salary depending upon qualifications and experience
- Coffee, tea and supplies for hot drinks supplied throughout the day
- Free lunch provided
- Free parking on site (subject to availability)
- School fee discount
- Exclusive third party discounts
- Professional development
- School holidays and public holidays

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:

Date:

Name (Print):