



Eckington School

# Teacher of MFL Job Description

Part of

**LEAP**

Multi Academy Trust

## Job Description

To be a highly effective professional who demonstrates thorough curriculum knowledge, can teach and assess skilfully, takes responsibility for professional development and ensures students achieve well.

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### **Planning, Teaching & Classroom Management**

- identifying clear teaching outcomes and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of engagement;
- setting appropriate and demanding expectations;
- setting clear learning goals, building on prior attainment;
- be aware of and make provision for students' differing needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of long term plans;
- maintaining a positive learning climate in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - *match approach to content, structure information, present a set of key ideas and use appropriate vocabulary*
  - *use effective questioning, listen carefully to students, give attention to errors and misconceptions*
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- ensuring policies relating to student rewards and behaviour management are implemented to secure a well-ordered and disciplined environment;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;
- contributing to the development of schemes of learning in the subject;
- liaising with the Subject Leader to ensure the implementation of department policy and best practice.

### **Monitoring, Assessing, Recording & Reporting**

- assessing how well learning outcomes have been achieved and use them to improve specific aspects of teaching;
- marking and monitoring students' work and set targets for progress;
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- assessing and recording students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertaking assessment of students as requested by examination bodies, departmental and school procedures;
- undertaking assessment of students and participate in the school's system for reporting to parents.



### **Pastoral Duties**

- being a Form Tutor to an assigned group of students;
- promoting the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaising with the Head of Year to ensure the implementation of the school's pastoral system;
- registering students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicating, as appropriate, with parents of students.

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### **Other Professional Responsibilities**

- having a working knowledge of teachers' professional duties, teacher standards and legal liabilities;
- operating, at all times, within the stated policies and practices of the school, in particular safeguarding responsibilities;
- having and developing subject(s) or specialism(s) to enable effective teaching;
- taking account of wider curriculum developments;
- establishing effective working relationships and setting a good example through their presentation and personal and professional conduct;
- co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contributing to the corporate life of the school through effective participation in meetings and systems necessary to coordinate the management of the school;
- taking part in marketing and liaison activities such as Open Evenings, Parents Evenings and events with partner schools;
- taking responsibility for own professional development and duties in relation to school policies and practices including health & safety policies;
- liaising effectively with parents.

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Whilst every effort has been made to explain the main duties and responsibilities of a teaching post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

The school teacher's pay and conditions document sets out the statutory responsibilities of all staff. This job description complements that document and provides the specific context for the post. The post-holder will be expected to undertake duties in line with the teachers' standards.

## Person Specification

	Criteria	How assessed *
Qualifications	Degree or equivalent in an appropriate subject	A/C
	Qualified Teacher Status	A/C
Experience	Teaching or teaching practice across a range of age and ability	A/I/R
	The ability to teach French and German to exam level	A/R/C
	Use of a variety of teaching strategies and approaches	A/I
	Effective teaching and learning in the classroom	A/I/R
	Reflecting on and improving practice to increase student achievement	A/I/R
	Commitment to personal development and development of others	A/I
Knowledge	Up to date knowledge of the curriculum area	A/I/R
	Thorough knowledge of the role of literacy, numeracy & ICT	A/I
	Importance of teacher standards	A/I
	Strong understanding of national performance measures	A/I
	Principles that promote positive relationships and an excellent climate for learning	A/I
Skills & Abilities	Excellent classroom teacher or the ability to become one	A/I/R
	Ability to deliver engaging and motivating lessons	A/I/R
	Genuine passion and belief in the potential of every student	A/I
	Ability to develop learning resources and contribute to department schemes of work	A/I/R
	Effective and systematic behaviour management to promote positive relationships	A/I/R
	Good communication, planning and organisation skills	A/I
	Sensitive to the varying needs of young people and individuals	A/I/R
Personal Attributes	Enthusiasm, flair, energy and imagination	A/I
	Strong educational principles based on inclusion and equality	A/I
	Demonstrate resilience, motivation and commitment to raising standards	A/I
	High level of emotional intelligence, honesty and integrity	A/I/R
	Excellent communication skills	A/I
	Willingness to be involved in the full life of the school including extra-curricular activities	A/I
	Good health and attendance record	R
	A commitment to the safeguarding and welfare of students	A/I/R

\* A – Application form; R – Reference; I – Interview; C – Certificates



Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Application forms and all supporting information can be downloaded from the school website: [www.eckington.net](http://www.eckington.net)

Completed applications should be returned either by post to: *Alison Burgess, Principal, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN* or by email to [admin@eckington.derbyshire.sch.uk](mailto:admin@eckington.derbyshire.sch.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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