



Teacher of Languages Job Description & Person Specification

Job Description for Secondary Teacher Languages

Grade: Emmaus Catholic MAC Teacher Pay Scales
MPS - UPR

Line Manager: Head of Department

Duty Hours: Full Time / Term Time

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance and direction of the Head of Department

Key responsibilities of the post include:

- To contribute to the delivery of the teaching and learning in Languages, specifically French and Spanish, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To develop your teaching and learning of Languages through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable, and appropriately differentiated lessons in the subject.
- To actively uphold and promote the Catholic Life of the school.
- To make an enthusiastic contribution to extra-curricular activities.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To support the purposeful use of ICT in this area to improve teaching and learning.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

This role requires an outstanding and confident classroom practitioner of Languages who is able to demonstrate the very highest standards of teaching.

Job Purpose:

- To ensure the delivery of outstanding subject lessons in all year groups
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- To provide a nurturing classroom and MAC environment that helps pupils to develop as learners.
- To help to maintain the high expectations of discipline amongst pupils, in accordance with the school's behaviour policy.
- To contribute to the effective working of the MAC. Contribute to the constructive team- building amongst teaching and support staff, parents, and governors.
- Monitoring and supporting the overall progress and development of students as a head of subject teacher/phase leader.

- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'Called as God's family, we strive to achieve our personal best by living and learning in Christ'

This role should be undertaken in accordance with national and local guidance in relation to the role.

Key Responsibilities and Expectations

- Take on the role of a Form tutor and deliver our Character and Culture Programme.
- Contribute to the overall ethos and aims of the school.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.
- To maintain the confidentiality of all the school's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Teaching and Learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed, and modified to ensure high standards of teaching and learning.
- Monitor pupils' work and the classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the school.
- Ensure the phase is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

- Ensure that individual pupil progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Other Duties

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share

this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Teacher of Languages – Person Specification

	Essential	Desirable	Evidenced
Education and Training			
DfE recognised Qualified Teacher Status	x		App, Int
Degree or equivalent qualification	x		App, Int
Evidence of Professional Development relevant to the role	x		App, Int
Knowledge and Experience			
Knowledge of current educational theory and pedagogy	x		App, Int
Understanding and/or experience of current developments in the secondary curriculum	x		App, Int
Understanding of current approaches to assessment, recording and reporting procedures at various levels	x		App, Int
Ability to create innovative resources and new learning opportunities.	x		App, Int
Experience of developing a range of teaching and learning materials to engage and inspire progress	x		App, Int
Proven success of effective teaching and learning in a secondary school		x	App, Int
Proven track record raising standards for students of all abilities		x	App, Int
Ability to evaluate and improve the teaching practice of self and others		x	App, Int
Professional Skills			
Ability to liaise with other teaching staff and work in co-operation with colleagues	x		Int, Ref
Ability to motivate students using a variety of teaching methods and the setting of appropriate goals and monitoring of progress	x		Int, Ref
Ability to successfully encourage students to the highest standards of individual achievement	x		Int
Ability to assess, monitor and report on students' progress	x		App, Int
Ability to adopt flexible teaching and learning strategies	x		App, Int
Ability to use a range of classroom management techniques to inspire learning and engagement	x		Int
Ability to communicate effectively, orally and in writing	x		App, Int
Personal Qualities and Attributes			
Ability to relate well with children and adults	x		App, Int,
Ability to work as a member of a team	x		App, Int,
Interpersonal skills	x		Int
Ability to demonstrate empathy and understanding with all students regardless of need	x		App, Int,
Safeguarding			
To comply with the Schools commitment to the protection and safeguarding of children	x		Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	x		Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

