



Highams Park School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamparkschool.co.uk
www.highamparkschool.co.uk

Post Title:	MODERN FOREIGN LANGUAGES TEACHER
Salary / Grade:	MPS / UPS
Responsible for:	Teaching Modern Foreign Languages
Responsible to:	Head of Department

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

Purpose:

To teach Modern Foreign Languages (MFL) – French and Spanish

MAN (CORE) DUTIES

Teaching MFL to KS3 –KS5 as required.

General teaching duties as expected for a Classroom Teacher.

Teaching and Learning

1. Teach MFL French and Spanish to KS3 –KS5 as required.
2. Contribute to the department's bank of resources for the teaching of MFL and assist in the production of materials which take into account students of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to Key Stages 3, 4 & 5.
4. Plan and evaluate work in accordance with departmental policy.
5. Work effectively with colleagues, providing support and help as required.
6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.

Assessment, Recording and Reporting

1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.
2. Mark and return work set, including homework, in line with school and departmental policy.
3. Adhere to the school's Assessment and Marking Policy.
4. Complete student data entry and reports in line with school policy.
5. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.

Tutor Role

1. Undertake responsibility for a Tutor Group including Registration, Small Group Tutorials and the delivery of PSHE/ Citizenship.
2. Monitor and set targets for the social and academic progress of all students in the Tutor Group.
3. Endeavour to build up a good relationship with the students in the Tutor Group so that they will look to you for support and advice.

Any other reasonable duties as directed by the Principal.