



MFL Teacher

Introduction

This information is provided to assist all staff to understand and appreciate the work content of their post and the role they are to play in the school. However the following points should be noted:

- Teaching staff are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document 2005.
- The details set out below describe the main duties and responsibilities relating to the post. A document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out.
- Teaching staff should also have regard for the National Curriculum, the school's aims and objectives and for the policies of the Governing Body.

General Responsibilities

1. Refer to the guidance contained in the staff handbook, especially policies and procedures.
2. Teach the designated classes to cover for absent colleagues when applicable taking into consideration the National Agreement on the Work Life Balance and School Cover Policy.
3. Be responsible for a tutor group if applicable.
4. Accept a shared responsibility for the education, behaviour, safety and well being of all pupils.
5. Follow the school policy and procedures for assessing, marking, reporting and tracking for those pupils you teach.
6. Monitor and evaluate your teaching and learning so that clear targets can be set based on prior attainment so that performance is improved.
7. Support initiatives decided by the Headteacher and staff.
8. Plan appropriately to meet the needs of all pupils through differentiation of tasks.
9. Provide a stimulating classroom environment where resources can be accessed appropriately by all staff.
10. Keep appropriate and efficient pupil records.
11. Report to parents on the development, progress and attainment of pupils.
12. Participate in meetings, which relate to school management, curriculum, administration and organisation.
13. Participate in Performance Management cycle for the appraisal of own performance and that of other colleagues.