

ST. MARTIN'S PREP SCHOOL

MFL (FRENCH) TEACHER JOB DESCRIPTION



Job Role

- To carry out professional duties and to have responsibility for teaching French to EYFS, KS1 and KS2 within the school week, alongside other subjects when necessary.
- To be jointly responsible for the day-to-day work and management of teaching MFL (French) and the safety and welfare of the pupils taught, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Main Duties & Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the MFL requirements of the National Curriculum and the school's direction successfully.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' French learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of pupils' progress in French.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents where necessary over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist, where necessary.
- To continue professional development and gather evidence against Teacher Standards.
- To support the Headteacher and Senior Team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote the British Values, including equality and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

Additional Requirements

- To engage in Community led activities including our significant extra-curricular programme.
- To bring innovation and ideas to help transform the School.
- To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.
- St. Martin's Prep follows safe recruitment procedures and any candidates who are offered the job will be subject to proof of identity, an enhanced DBS check, references and declarations of medical fitness and disqualification by association.

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Experience teaching French to children. 	<ul style="list-style-type: none"> • QTS status • Degree level • Experience in Primary schools 	Application Form Documentation Interview
KNOWLEDGE	<ul style="list-style-type: none"> • To have a clear understanding of the National Curriculum and its application as well as in depth knowledge of MFL (French) teaching requirements. • To have knowledge of the French language • Knowledge of strategies that enable the teacher to teach a variety of ability pupils and provide work which is differentiated to cater for the entire ability range. 	<ul style="list-style-type: none"> • Commitment to further training/study to further widen knowledge base 	References Interview Observation
COMMUNICATION	<ul style="list-style-type: none"> • The ability to communicate effectively in a verbal and written form to a range of audiences, including using IT based communications • Clear communication skills that demonstrates strong levels of English and Spanish language skills. 	<ul style="list-style-type: none"> • Experience in communications with parents across methods, including online (i.e. using Class Dojo) 	Application Form Interview Observation
SKILLS/APTITUDES	<ul style="list-style-type: none"> • The ability to teach MFL and other specific subjects across the primary age range. • To be able to use effectively a variety of teaching and organizational styles and resources including ICT. • A willingness to work throughout the primary school. To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development. 	<ul style="list-style-type: none"> • Ability to contribute to the extra-curricular aspect of school life. • Highly organised and motivated to manage the diverse roles of a teacher. 	Application Form Interview References Observation
DISPOSITION	<ul style="list-style-type: none"> • To be committed to actively support the vision, aims and ethos of the school. • To be committed to raising the levels of achievement of children of all abilities. • Flexible to change and willing to engage in shared transformation 	<ul style="list-style-type: none"> • Committed to supporting others and sharing good practise and values of the school. • A good sense of humour 	Application form References Interview Observations