



FARNBOROUGH HILL

WHOLEHEARTEDLY

JOB DESCRIPTION

Teacher of Spanish and French

General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- To support the aims and objectives of the MFL Department and to meet objectives which lead to the achievement of those aims.
- To make a significant contribution to the School's and the MFL Department's co-curricular programme.
- To be accountable to the Head and to perform such duties as she may reasonably direct, including some duties out of school hours.

Key Responsibilities

- To maintain high levels of achievement and enjoyment of MFL across all Year Groups.
- To support and encourage pupils to reach their full potential in MFL in terms of grades at GCSE and A level.
- To support and encourage pupils to reach their full potential in MFL.
- To deliver stretching and inspiring lessons that facilitate progress for all pupils.
- To actively monitor pupil progress and to complete regular assessments and to complete reports.
- To undertake regular marking of pupils' work.
- To develop and share resources within the department, including schemes of work.
- To promote MFL throughout the School and support recruitment for A level.
- To play a role in school trips and activities, particularly those centred upon MFL.
- To take opportunities to make cross-curricular links and contribute to event days.
- To contribute to the SMSC education of pupils and to foster understanding and respect of fundamental British values.
- To attend and contribute to department meetings.
- To share in responsibility for maintaining department noticeboards and displays.
- A willingness to contribute to the Sixth Form Enrichment Programme.

Other Responsibilities

- Play an active role in the life of the School.
- Perform supervisory duties including invigilation, supervising pupils at breaks and covering for absent colleagues.
- Attend school events including: assemblies, Masses, parents' evenings, school Insets, staff meetings and staff briefings.
- Keep up-to-date with Health and Safety requirements and ensure they are put into practice.
- Assist in the supervision of MFL revision and support groups from time to time.

Pastoral Responsibilities

- To act as a Form Tutor or Deputy Form Tutor and to carry out the duties associated with the role.
- To contribute to, and occasionally lead the delivery of PSHEE, assemblies and whole school events.