

**JOB DESCRIPTION**

**JOB TITLE: Teacher of MFL (with Spanish specialism)**

**GRADE: Truro School Teachers’ Pay Scale**

**REPORTING TO: Head of Department**

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**KEY FUNCTIONS**

* teach and manage the students in their classes in co-ordination with their Head of Department and department colleagues
* maintain and contribute to the safety of pupils and efficient operational environment of the workshops
* be aware of, contribute to, and implement the department’s schemes of work
* to attend, contribute to and participate in departmental and planning meetings as required by the Head of Department

**The general responsibilities of all teachers at Truro School are to:**

* undertake form tutor responsibilities
* actively participate in the co-curricular life of the School
* plan and prepare for the short, medium and long term
* teach according to the educational needs of the students
* provide a stimulating environment for learning to take place
* assess, record and report on the development, progress, behaviour and attainment of students and maintain effective records
* participate in all necessary arrangements and procedures for assessment
* maintain good order and discipline among students
* undertake supervision duties as required by the Senior Leadership Team
* provide pastoral care and guidance to students as appropriate
* participate in staff meetings and discussions as required by the Senior Leadership Team
* undertake INSET as part of the School’s development plan
* participate in the School’s monitoring and evaluation annual cycle
* adhere to the School’s policies and procedures regarding reporting to parents
* act at all times as a professional member of staff

**PERSON SPECIFICATION**

*Essential Criteria*

* excellent classroom practitioner who can inspire students through excellent subject knowledge, positivity and energy
* a passion for languages which is evident in their day to day teaching
* a reflective practitioner with a genuine focus on continuous learning and development of practice
* recent and appropriate experience of working with Key Stage 3 to 5 students
* demonstrable successful experience of teaching GCSE and A Level, with a knowledge of how the recent changes to specifications impact on classroom teaching
* an appropriate teaching qualification/experience
* inspired by the school’s mission and aim, and a commitment to vigorously promote and model the behaviours and values expected of others
* ability to contribute and show commitment to our forward thinking department alongside the ability to manage change and work under pressure
* excellent organisation skills with the proven ability to implement and see things through to completion
* excellent communication skills, both written and verbal
* a clear enhanced DBS disclosure
* an empathy and understanding of expectations within an Independent School
* an understanding of the School’s Methodist tradition

*Desirable Criteria*

* Spanish specialists are preferred, however the ability to be able to teach both French and Spanish to A level is desirable

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date prepared: April 2019**

**Prepared by: Deputy Head (Academic)**