

## QTS ROLE PROFILE

<b>POST TITLE/NAME</b>	<b>MAIN SCALE TEACHER - MFL</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To raise standards of pupil attainment and achievement within teaching groups, and to monitor and support pupil progress via the application of the college Learning and teaching Policy</li> <li>• To share good practice with other members of the faculty/department/house group</li> <li>• To be accountable for pupil progress and development within teaching groups against set/agreed value added targets</li> <li>• To contribute to developing the subject/curriculum area.</li> <li>• To ensure the effective deployment of support staff in the learning process</li> <li>• To effectively use physical resources within the learning process</li> <li>• To contribute to department./subject resources</li> </ul>
<b>Reporting to :</b>	Designated Deputy/Assistant Director of subject/faculty
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Support and development of assigned ITT students as and when required.</li> <li>• Assigned LSAs/technicians and other support staff within lessons as appropriate</li> </ul>
<b>Liaising with:</b>	Director, deputy / assistant director of subject. Director of Key Stage/Head of House or Head of Year 7, other teachers, Health and Safety Manager, support staff, parents and college council.
<b>Working Time:</b>	195 days per year. Full time. 1265 directed hours
<b>Salary/Grade:</b>	Mainscale M1-M6/ U1-U3
<b>Disclosure level:</b>	Enhanced
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To contribute to development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in Science.</li> <li>• To actively monitor and mentor pupil progress.</li> <li>• To implement college policies and procedures – e.g. Equal Opportunities, Health and Safety, Child Protection etc.</li> <li>• To work with department colleagues to help formulate aims, objectives and department development plans which have coherence and relevance to the needs of pupils and the aims, objectives and strategic plan of the college.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To deliver appropriate high quality lessons in line with faculty/ department curriculum plans.</li> <li>• To ensure existence of appropriate lesson plans for each lesson which take in to account the needs of absence cover arrangements</li> <li>• To ensure appropriate delivery of cross curricular themes in line with college policy and planning</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To contribute to curriculum development.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To ensure that literacy, numeracy and key skills are reflected and promoted within lessons.</li> </ul>
<b>Staff development:</b>	<ul style="list-style-type: none"> <li>• To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance review as part of an active programme of CPD</li> </ul>

	<ul style="list-style-type: none"> <li>• To participate (when requested) in the interview process for new posts</li> <li>• To promote teamwork and motivate colleagues.</li> <li>• To share good practice with other departments in order to promote high standards throughout the college.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To engage with target setting/monitoring for each individual pupil within teaching/ mentoring groups in order to ensure maximum attainment</li> <li>• To ensure that College quality control procedures are in operation in all lessons taught.</li> <li>• To contribute towards department self evaluation and to seek and implement modifications when required.</li> <li>• To work with (and contribute to) the faculty/department development plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To keep up to date with, and regularly mark pupil work in line with college/faculty/department policy.</li> <li>• To maintain records of pupil marks in line with College policy and procedures and use of data systems</li> <li>• To be actively aware of current levels achieved by each pupil/class</li> <li>• To feedback to pupils in such a way as to enable them to progress in line with expectations.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports.</li> <li>• To produce pupil reports in line with College procedures</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with pupils and their parents.</li> <li>• To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To attend and liaise at parental consultation evenings, open evenings and other college events as designated within directed time</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.</li> <li>• To proactively engage with provision and use of the college website/VLE</li> <li>• To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.</li> <li>• To maintain a stimulating, safe and tidy teaching area.</li> </ul>
<b>Pupil Welfare:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils</li> <li>• To act as a House Tutor (or Yr 7 tutor) and carry out duties associated with that role as outlined in the generic job description</li> <li>• To contribute to PSHE, citizenship and enterprise according to college policy.</li> <li>• To ensure the Behaviour Management system is implemented so that effective learning can take place.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.</li> <li>• To contribute to the value added to overall pupil progress and achievement via appropriate extra curricular provision</li> <li>• Attendance at designated college meetings</li> </ul>

**Other Specific Duties:**

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**NB** All NQTs are placed on a specifically designed induction and review package and performance will be monitored against the standards of this package throughout the year.