

**MATRIX ACADEMY TRUST**  
**Job Description – Second in MFL**

Reports to:	Director of MFL
Responsible for:	<ul style="list-style-type: none"> <li>• Improving the quality of Teaching and Learning in MFL</li> <li>• Improving the quality of the curriculum intent, implementation and impact in MFL</li> <li>• Supporting the development of the Faculty through delivery of CPD and coaching</li> <li>• Using data to improve attainment in MFL</li> </ul>
Main Purpose:	<p>In addition to that expected of the classroom teacher:</p> <ul style="list-style-type: none"> <li>• Proactively implementing any process, policy, system or activity that promotes raising the standards of Teaching &amp; Learning and working towards improving achievement.</li> <li>• Work effectively with the Director in MFL to ensure coordinated high-quality leadership and management.</li> <li>• Ensuring high quality planning, delivery and assessment of the MFL curriculum (KS3 focus)</li> </ul>
Main Activities:	<ul style="list-style-type: none"> <li>• To contribute to the management of the department, attend meetings and cascade information to the department.</li> <li>• To respond to day-to-day issues within the faculty, constantly displaying professionalism and using initiative along with commitment to the Faculty's Development Plan.</li> <li>• Develop teaching and learning within the faculty.</li> <li>• Work collaboratively and share good practice with staff members.</li> <li>• Lead the development/acquisition of an environment for learning and produce learning resources that are stimulating and motivating, promoting the engagement of all pupils within MFL.</li> <li>• Report to Director of MFL on pupil performance within MFL using data to demonstrate the impact of initiatives implemented</li> <li>• Report to Director of MFL on the impact of implemented teaching and learning strategies.</li> <li>• Identify CPD needs, facilitating and coordinating CPD opportunities within MFL.</li> <li>• Develop and improve the skills and knowledge of all staff in the faculty and disseminate good practice across the team.</li> <li>• Syllabus/course selection: to develop learning and attainment for all years and key stages in MFL.</li> <li>• Develop lesson material within the department to facilitate learning.</li> <li>• Provide a professional role model as a lead teacher in the department.</li> <li>• Monitor the impact of the curriculum via well-designed assessment and ensure that pupils' end of course outcomes are the best they can be.</li> <li>• Monitor the development and implementation of examinations and assessment opportunities to comply with school expectations.</li> <li>• Lead enrichment activities to engage pupils and foster a love of language learning.</li> </ul>

Pastoral System:	<ul style="list-style-type: none"> <li>• To act as a form tutor and monitor and support pupils progress, within your tutor group.</li> <li>• Deliver and contribute to the PSHE, citizenship and enterprise programmes within your tutor group.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Adhere to the Teacher Standards</li> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Second in MFL (Teacher of German with French)**

Factors	Essential or desirable	Measured by A – application S - selection metho I - interview
<b>Qualifications</b>		
Qualified Teacher Status	E	A
Relevant degree in subject area or related area	E	A
Ability to teach ages 11-16	E	A/I
Ability to teach Post 16 (for schools with Sixth Form)	D	A/I
Relevant NPQ e.g. NPQLT, NPLTD	D	A
<b>Leadership</b>		
Ability to plan for effective implementation of changes which will secure stronger pupil outcomes.	E	A/S/I
Be accountable for their areas of responsibility.	E	A/S/I
Support their Head of subject in leading and managing the team so everyone performs to their best, taking decisive action when underperformance dips.	E	A/S/I
Support their Head of subject to develop the team so that they are always 'growing the next layer'	E	A/S/I
Collaborate with leaders from across their school and other trust schools.	E	A/S/I
Membership of subject associations	D	A
<b>Abilities</b>		
Ability to create a learning environment that allows pupils to focus on learning.	E	A/S
Ability to clearly instruct pupils, checking prior knowledge, imparting new knowledge and thoroughly checking they have 'got it' before moving on.	E	A/S
Has up to date subject knowledge.	E	A/S/I
Has to date subject pedagogical knowledge (how to teach their subject).	E	A/S/I
Ability to identify misconceptions, unpick them and then teach pupils so they have a better understanding.	E	A/S
Can motivate pupils by having them maintain a high success rate.	E	A/S
Ability to assess pupils accurately, use this information to adapt their planning and guide pupils to improve their understanding.	E	A/S/I
Ability to reflect on their teaching and precisely identify how they can make their teaching even better.	E	I
Know the legal requirements, policies and guidance on safeguarding.	E	I
A track record of strong pupil outcomes.	E	A
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent communication, planning, organisational, listening and time management skills.	E	A/S/I

Commitment to regular and on-going professional development and training to establish effective classroom practice.	E	A/I
Collaborate with practitioners from their school – and beyond – to design and implement an ambitious, well sequenced and well resourced curriculum.	E	A/I
Work effectively alone and as a part of a team.	E	A/I
Develop positive relationships and act as a role model to staff and students.	E	A/S/I
Resilience, motivation and commitment to driving up standards of achievement.	E	A/S/I
Uphold all teacher standards, including abiding by relevant legislation and following policies and procedures of the school/trust.	E	A/S/I