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###### JOB DESCRIPTION

**Job Title:** French Teacher

**(Section / Unit if known)**

**Reporting To:** Family Head

**Job Purpose:**

* Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

**Main Duties and Responsibilities:**

Policy and Leadership

• Contribute to the renewal and update of Schemes of Work and policy.

• To safeguard and promote the welfare of pupils.

• To sustain and develop the knowledge and understanding of skills and attributes required for professional effectiveness.

• Plan and assess pupils learning using relevant tracking systems and knowledge of school policies, targets, departmental handbook, schemes of work and National requirements for the relevant curriculum areas.

• To attend professional development activities relevant to appraisal and School Improvement Plan objectives.

• To attend school events deemed necessary in the marketing and promotion of the school.

Management of Teaching, Learning and Pupil Progress

• Using knowledge of school policy, targets and National requirements, plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.

• Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.

• Use a variety of suitable teaching strategies and methods, including ICT, and develop learning styles and communicate clear learning objectives, expectations and targets.

• Develop pupils’ basic skills in literacy and numeracy.

• To develop pupils’ ICT skills through the subject curriculum.

• Set regular and structured homework in line with school/department policy.

• Mark, monitor regularly and provide constructive feedback.

• Prepare and mark formal internal tests/examinations as required.

• Record systematically each pupil’s progress.

• Weekly planning should be submitted to the Head of Phase as requested.

• Plan trips/visitors/visits to enhance pupils’ learning.

• Effectively use assessment data and evaluations to inform planning and teaching strategies.

• To develop and promote cross curricular and extra-curricular activities to enhance learning in the subject area.

• If required by Head of Phase, to be available to assist the lunch supervisors during lunchtime.

• To deliver School assemblies according to rota.

• Following consultation with the Head of Phase, if required, to offer a lunchtime/after school activity.

• To supervise the pupils one break time a week.

• To deliver staff meeting as negotiated with the Head of Phase.

• To attend Parent Consultations as required during the academic year.

Management Of People

• Plan to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.

• Work as a member of a team (where appropriate) planning co-operatively, sharing information, ideas and expertise.

• Establish good relationships with parents to promote pupils’ learning and development

• Establish and maintain a positive regard towards pupils

• Consult and plan with learning support staff, non-teaching staff and outside agencies as appropriate.

• Contribute to the formulation of the annual department development plan.

• Completion of Accident Forms in line with HTIS Health & Safety policy.

Management of Financial and Physical Resources

• Plan activities and learning taking due account of Health &Safety issues.

• Organise and maintain a stimulating working environment/display appropriate for the range of activities taking place, ensuring accuracy in pupils’ spelling in line with School policy.

• Teach pupils to take responsibility for resources and the environment.

• Maintain a safe environment and good behaviour.

• Ensure that resources are organised and readily available to promote learning.

• Ensure that pupils use resources well and maintain them in good condition.

• Be responsible for monitoring resources in line with teaching and learning requirements as detailed through the SIP

Evaluation And Quality

• Use national and school data to evaluate student’s achievement in the subject area.

• Monitor and assess pupils’ work and use assessment to inform planning, set targets and to identify individual needs.

• Keep records of pupils’ progress and report achievement in line with the school policy and statutory requirements.

Administration

• Maintain records and undertake appropriate procedures to satisfy school policies.

• Contribute to the maintenance of effective and efficient pupil and personal professional records.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

**Date Reviewed:**July 2022