Sir James Smith's School

Job Description

Job Title:	**Teacher of LANGUAGES**
Starting date:	**1st September 2022 or as soon as possible thereafter**
Grade:	**ECT/TMS/UPS**
Hours	**Full Time**
Responsible to:	**Subject Leader**
Direct Supervisory	**None**
Responsibility for	**None**

Important Functional Relationships

Internal: Year Directors, Co-ordinators of aspects of learning across the curriculum, Other subject leaders, Headteacher, School Senior Leadership Team, staff, students, Governors.
External: Parents, carers, staff of partnership schools

Main Purpose of Job: Teaching Languages across the Key Stages

Main Duties and Responsibilities:
You are to carry out the duties of your post as specified in the current national pay and conditions document. In particular, you will be expected to implement and promote whole school policies and ethos in class and around the school as specified in the Staff Handbook.

You will:

- teach French in Key Stages 3/4 as required by the school timetable, and German/Spanish if possible
- monitor, mentor and support a tutor group of individuals and maintaining close communication with their parent/carer
- You are expected to be responsible for your own professional development and to keep a portfolio of evidence of your experiences and achievements.

Standard Clauses

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To undertake other duties appropriate to the grading of the post as required.

Signature of Teacher

Date

Signature of Headteacher

Date

This job description may be reviewed at the end of any academic year, or earlier if appropriate.

Sir James Smith's Community School

Person Specification

FULL TIME TEACHER OF LANGUAGES

Person Specification	Essential	Desirable
Attitudes: The person appointed should:		
• Value the education of every student	✓	
• Be committed to equal opportunities	✓	
• Be committed to high quality in all aspects of their work	✓	
• Have a collaborative approach towards their work	✓	
• Adopt a reflective approach toward professional decision making		✓
Skills: The person appointed must be able to:		
• Plan and organise teaching consistently to achieve clear targets	✓	
• Utilise ICT in delivery of programmes		✓
• Communicate effectively	✓	
• Work as a member of a team	✓	
• See tasks and plans through to completion	✓	
Qualities: The person appointed will have:		
• A sound and professional approach towards their work	✓	
• Energy and Enthusiasm	✓	
• A desire to facilitate achievement	✓	
• A sense of responsibility for both their students' and their own performance	✓	
• An accessible disposition	✓	
Experience and Qualifications: The person appointed will have:		
• Qualified Teacher Status	✓	
• A good honours degree in Languages including French		✓
• Taken every opportunity to gain teaching experience	✓	