

BECCLES HIGH SCHOOL JOB DESCRIPTION

TEACHER OF FRENCH AND ENGLISH

Line Managers job title:	Teacher of French and English
Salary:	MPS/UPS
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	100%

THE POST

Beccles High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Teacher of French and English. This post would suit a newly qualified teacher looking for their first teaching position or a more experienced teacher looking for a new challenge in a vibrant and cohesive school.

PERSON SPECIFICATION

The professional competencies expected of a Teacher of French and English are:

- Be an outstanding teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- Have the ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Be able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing daily responsibilities;
- Be able to demonstrate strong planning and organisational skills;

- Show willingness to accept responsibility for own actions;
- Have the ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Teacher of French and English are:

- Have qualified teacher status.

JOB SPECIFICATION

General Responsibilities

The Teacher of French and English is responsible for teaching classes in the school using their skill, experience and best endeavours and in accordance with Teachers' Standards. The post-holder will abide by the Code of Conduct for Staff and Volunteers at Beccles High School. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the French Department.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- To maintain and develop the expectations for behaviour for learning;
- To work collaboratively with leaders to achieve and sustain a world class experience for all students, particularly those with SEND across all year groups;
- Contribute towards the wider School community;
- Be a tutor and play an active role in tutor activities;
- Participate in the staff performance management and appraisal process;
- Participate in, and where appropriate, contribute to the school programme of Continuing Professional Development;

Planning

- Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focused teaching;
- Assist in the development of schemes of work, teaching resources, marking policies and teaching strategies alongside other teachers and the subject lead.
- Assist in the development of the subject curriculum, ensuring the continued relevance to the needs of pupils;
- Identify clear teaching objectives, content, and lesson structures, and plan sequences of lessons appropriate to the subject content and the pupils being taught;
- Set appropriate and demanding expectations for pupils' learning, setting clear targets for pupils' learning based on prior attainment;
- Identify pupils who have additional educational needs and adapt lesson planning to cater for these needs;

- Incorporate the use of resources into lesson plans, ensuring that equipment is in good working order and suitable for teaching use, and that resources are used effectively;

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge;
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential;
- Provide and contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback;
- Use assessments of pupils' progress to inform future teaching;
- Prepare informative and constructive written reports for parents which identify how each pupil is performing, and how they can improve within the classroom;
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth;

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately;
- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour;
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources;

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	Full time
Normal working Pattern	Monday - Friday
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

CPD Days	Your working hours do not include the automatic requirement to work on published CPD days if this is not a contractual day, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.
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The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

PROBATION

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.