

# Newlands Girls' School

**Courage Commitment Compassion**

Headteacher: Miss J. Capon



01628 625068  
office@newlandsgirls.co.uk  
www.newlandsgirlsschool.co.uk  
Farm Road, Maidenhead, Berks SL6 5JB

## Job Description

### TEACHER OF FRENCH AND SPANISH

### TEACHERS' MAIN SCALE OR UPPER PAY SCALE + OLF

#### Purpose:

To ensure that all students at Newlands learn the taught curriculum to the greatest effect by delivering high quality teaching and learning as well as support while contributing to the wealth of opportunities on offer.

Teachers at Newlands ensure we set no limits to what students can achieve by exhibiting our values of Courage, Commitment and Compassion at every opportunity. We set consistently high expectations and through building strong relationships, ensure that students have the highest level of knowledge and skills to take them forward to the next stage of their education.

#### Main responsibilities:

- Plan and deliver lessons that effectively implement the school's curriculum.
- Adapt lessons to ensure no student is left behind including those with SEND, EAL and disadvantaged students.
- Develop new teaching materials, schemes of learning and assessments as necessary.
- Follow the school's Behaviour Principles and Procedures Policy to ensure an excellent climate for learning is maintained at all times.
- Work closely with the SEND team to meet the needs of students with SEND and deploy classroom support effectively.
- Identify gaps in students' knowledge and skills through assessment strategies and adapt lessons as necessary.
- Assess students' knowledge, skills and curriculum progress and provide effective feedback in line with the School's Assessment, Feedback and Reporting Policy.
- Communicate with parents when necessary on progress or behaviour.
- Submit class data to the School's MIS in line with the Assessment, Feedback and Reporting Policy and reporting calendar.
- Take part in after school events such as Open Evening, Parents' Evenings, Sixth Form Open Evening.
- Ensure subject and pedagogical knowledge is up to date and regularly reviewed.
- Take active control of your own CPD programme and attend in school CPD as set out in the training calendar.
- Participate in arrangements for teacher appraisals.
- Assist with quality assurance and reviews as necessary.
- Support colleagues in and across teams.
- Identify ways to work more efficiently while maintaining high standards.
- Follow Keeping Children Safe in Education and report safeguarding concerns in line with the School's Safeguarding Policy.

#### Additional duties:

- Take on responsibility for a Tutor Group.
- Comply with the School's Health and Safety Policy.
- Undertake a break time duty as directed.
- Ensure the school site is calm and orderly during the school day.

**It is important to remember that Safeguarding is everyone's responsibility and our top priority as educators.**