**Job Description**

**Job Title**: Teacher of French

**Responsible To**: Curriculum Area Leader

**Hours:** Full Time

**Latest Review Date**: January 2023

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.

This post is part of the School’s teaching structure. The post holder will actively support the School’s ‘Raising Achievement for All’ culture and participate in whole School self-evaluation and development.

The broad purpose of this post will include:

* Raising standards of student achievement within the School.
* Undertaking the professional duties of a teacher.
* Undertaking duties/roles and responsibilities assigned to him/her by the Headteacher.

**Generic responsibilities:**

* Contribute to the teaching of French and in other areas as agreed.
* Safeguard and promote the welfare of students.
* Contribute to the maintenance of good behaviour in the School, including membership of a duty team.
* Contribute to the development of School policy, including the Curriculum Area Improvement Plan.
* Implement School policies and procedures.
* Ensure the learning experience of students is an enjoyable one.
* Ensure effective learning and teaching, maximising the opportunities provided by the School’s specialist status.
* Ensure effective resource preparation, marking, assessment and record keeping.
* Provide reports to Parents and Carers as required.
* Act as a positive, professional role model.
* Participate in appropriate meetings.
* Make a positive contribution to the School’s pastoral system as a tutor or in other relevant roles.
* Ensure students have the opportunity to contribute to the self-evaluation process.
* Play a part in the School’s health and safety procedures.
* Carry out other relevant and appropriate tasks as directed by the Headteacher.

**Specific Duties**

* Teach French and other agreed languages to KS3 & KS4.
* Contribute to the effective teaching of the department.
* Plan well-structured lessons.
* Participate in the development of appropriate teaching materials and schemes of work.
* Contribute to the implementation of new courses within the department.
* Ensuring that homework is set in accordance with school and departmental policy, and is marked on

a regular basis with appropriate feedback.

* Set targets for student attainment levels based on effective use of data that incorporates suitable

challenge.

* Ensure awareness of national developments relevant to the subjects.
* Make sure that school and departmental polices on assessment, discipline, reporting and recording

are adhered to.

* Writing student reports as part of the school review cycle.
* Attend department meetings as part of directed time.
* Contributing to department self-evaluation and improvement plans.
* Liaise with parents and attend consultation evenings.
* Work within the Code of Practice related to Special Educational Needs.
* Promote and model good relationships with pupils, colleagues and parents.

**General Duties**

With due regard to the above, to carry out such other appropriate duties as may be required. To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School’s Health and Safety Policy.

**Notes**

This job description is subject to review and amendment from time to time within the terms of the conditions of employment then in force, and only after discussion with the post holder. It is hoped that all Staff will play a full and active part in the general life and activity of the School.

**Person Specification for the role of Teacher of French with the ability to teach Spanish**

Please note that the information below, along with the relevant Job Description, acts as the selection criteria and should be used as guidance when completing your application for the post.

**Key:**

Essential - without evidence of which the candidate would be declined

Desirable - useful for the role but not essential, may be used when making decision between two otherwise equally appointable candidates.

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| **Qualifications** | **Essential** | **Desirable** |  |
| * Qualified Teacher Status |  |  | Application  Reference  Interview |
| * Degree Level Qualification |  |  | Application  Reference  Interview |
| **Experience** |  |  |  |
| * Teaching in the relevant subject area/Key Stage. |  |  | Application  Reference  Interview |
| * Using data to inform target setting and planning. |  |  | Application  Reference  Interview |
| * Working with children with English as an Additional Language. |  |  | Application  Reference  Interview |
| * Ability to contribute to the development of schemes of work |  |  | Application  Reference  Interview |
| * Use of a variety of teaching and learning techniques to raise standards |  |  | Application  Reference  Interview |
| * Ability to run trips and exchanges. |  |  | Application  Reference  Interview |
| **Personal Qualities/Skills and Characteristics** |  |  |  |
| * Capability to challenge, influence and motivate students to achieve high standards |  |  | Application  Reference  Interview |
| * Ability, or potential to consistently deliver “good” lessons (as defined by OFSTED criteria). |  |  | Application  Reference  Interview |
| * Good communication and organisation skills. |  |  | Application  Reference  Interview |
| * Ability to work as a member of a team. |  |  | Application  Reference  Interview |
| * Capability to demonstrate good classroom management. |  |  | Application  Reference  Interview |

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| **Qualifications** | **Essential** | **Desirable** |  |
| * Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies). |  |  | Application  Reference  Interview |
| * Able to use IT to support both the curriculum work and organisation. |  |  | Application  Reference  Interview |
| * Able to monitor and evaluate teaching and learning. |  |  | Application  Reference  Interview |
| * Able to identify the necessary resources which ensure high quality teaching and learning. |  |  | Application  Reference  Interview |
| * Able to assess the needs of individuals to inform lesson planning. |  |  | Application  Reference  Interview |
| * Able to deliver high quality lessons, evaluate the impact of these and develop future planning accordingly. |  |  | Application  Reference  Interview |
| **Knowledge/special aptitudes** |  |  |  |
| * Knowledge and understanding of the National Curriculum for Foreign Languages at KS3 and KS4. |  |  | Application  Reference  Interview |
| * A range of behaviour for learning techniques. |  |  | Application  Reference  Interview |
| * Able to teach Spanish or French to KS3. |  |  | Application  Reference  Interview |
| **Equality Issues** |  |  |  |
| * Demonstrable commitment to inclusive teaching and learning. |  |  | Application  Reference  Interview |
| * Awareness of the effects of discrimination on students, parents, colleagues and policy. |  |  | Application  Reference  Interview |