



Holyhead

Teach What Matters

Holyhead School - Job Description

Post: Teacher of French / Spanish

Post Title and Grade	General Teacher Main Pay Scale UPS
Reporting to	Director of Learning - Modern Foreign Languages
Liaising with	Teaching Staff, Associate Staff
Specific areas of responsibility and key tasks	
Teaching and Learning <ul style="list-style-type: none">• To create and deliver effective lessons to diverse groups of students at all levels• Adhering to our curriculum intent and Schemes of Learning• To participate in our well established instructional coaching programme• To engage with our Teacher Development programme• To establish purposeful relationships for learning• To contribute to the wider curriculum and personal development of students• Keeping up to date with curriculum and pedagogy developments	
General Responsibilities <ul style="list-style-type: none">• Mark work, give appropriate feedback and maintain records of pupils' progress and development• Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials• Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards• Prepare pupils for qualifications and external examinations• Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour• Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties• Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole-school training events• Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers• Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs)• Organise and participate in extracurricular activities, such as outings, social activities and sporting events• Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)	
Safeguarding <p>To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leads.</p>	

- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leads
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.