Woolwich Polytechnic
School for Girls

MULTI ACADEMY TRUST
PolyMAT

WOOLWICH POLYTECHNIC SCHOOL FOR GIRLS

Job Description:	**Secondary Teacher of French**
Reporting to:	Head of French
School Contract:	Fixed term to cover maternity leave
Working Pattern:	Full Time
Salary:	QTS Pay Scale plus inner London Weighting

The Role

You will be part of a team providing excellence in education for young women. We empower our girls to become strong role models and the leaders of tomorrow. Our girls excel in all subjects, including those traditionally male dominated. You will nurture self-belief and encourage them to aim high and have a passion for life. You will deliver high-quality, demanding lessons that drive achievement and inspire a love of learning that extends beyond the classroom. You will support the Head of French in curriculum design and implementation.

Key Responsibilities

- Set high expectations so that all pupils are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets.
- Always demonstrate our core key values: leadership, resilience and excellence and encourage our pupils to do the same.
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and lesson elements.
- Contribute to curriculum design and schemes of work and ensure they are completed to high standard.
- Provide frequent and incisive pupil feedback in line with school policy.
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to pupils, staff and families to promote progress and outcomes.
- Provide written reports for internal and external use as required
- Manage behaviour in line with school policy to create a safe, respectful and nurturing environment so that pupils can focus on learning.
- Work collaboratively with both school and colleagues as a committed team member.
- Participate actively throughout the school by attending relevant meetings and CPD.

- Attend school events, including but not exclusive to parents evening, progress meetings and end of year celebration evenings.
- Work with colleagues, pupils and families to develop a strong school community.
- Follow all school rules and procedures.

Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with PolyMAT's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Give full support to the School's Equal Opportunities Policy.

Professional Development

As a teacher:

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher.
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy.
- Ensure you understand your professional responsibilities in relation to school policies and practices.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Engage positively with the annual Growing Great Teachers (GGT) action research programme.
- Support colleagues when working in your teacher learning communities.

Non-Subject Responsibilities

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional well-being.
- Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils.
- Implement all school policies, including the school's behaviour policy.
- Contribute to the design and delivery of the school's extra-curricular programme.

- Model the ethos and vision of the school at all times.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Contribute to the school's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases, newsletters etc.
- Contribute to the development of effective subject links with other schools and the community.
- Actively and effectively promote your subject at Open Mornings/Days/Evenings and other events.
- Establish and maintain effective working relationships with colleagues including support staff.
- Be familiar with and comply with the School's Health and Safety policies.
- Be responsible for the health & safety of pupils when they are authorised to be on school premises and when engaged in authorised activities elsewhere.
- Any other duties as required by the Headteacher commensurate with the post.

Form Tutor Responsibilities

- Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress.
- Develop strong, trusted, relationships with each tutee to act as her mentor.
- Support with the delivery of morning intervention including reading
- Deliver the school personal development and character programme in tutor time.
- Implement WPSfG's attendance, rewards, sanctions and behaviour policies, including being the primary behavioural point of contact for tutees and maintaining a weekly check of tutees' planners, uniform and equipment.
- Identify the need for, and support the design of, interventions to support pupils who are not meeting expectations.
- Monitor the safeguarding and welfare of tutees.
- Engage tutees' teaching staff to facilitate the sharing of relevant pupil specific strategies, information and best practice.
- Make appropriate staff: SENDCO, pastoral staff (HOYs/DHOYs) and members of senior leadership team, aware of any issues with tutees as required.
- Proactively engage parents of tutees and endeavour to build positive home-school relationships.
- Act as the primary point of contact for parents of your tutees.
- Model the ethos and vision of the school.

- Keep the form register and monitor patterns of pupil attendance/ absence.
- Keep in regular contact with parents to ensure any absences are always explained.
- Support with our careers and Post-16 process including writing references for Year 11 pupils.
- Support the detailed learning needs of pupils not reaching national standards within the RAP intervention programme if not met through curriculum time.
- Undertake any other various responsibilities as directed by the Headteacher or Senior Manager.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team.

Person Specification: Secondary Teacher

Qualification Criteria

- Qualified to teach and work in the UK
- Degree in French or hold a teaching certificate in French.
- Experience leading department wide projects

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Excellent understanding of both subject and general teaching pedagogy
- Experience of teaching French at KS3 and KS4
- Be or demonstrate the potential to become an outstanding teacher with a track record of success
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum
- Ability to enhance teaching delivery and learning by the use of ICT.

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Deep commitment to providing an excellent education to every pupil, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Willingness to undertake training

This post is subject to an enhanced DBS check. Woolwich Polytechnic School for Girls is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.