

Job Description & Person Specification

French Teacher



Job Description

Salary	MPS/UPS
Reporting to	Headteacher/Head of School/SLT/Faculty Director
Responsible for	N/A
Location	Windsor High School and Sixth Form

The following generic responsibilities are consistent for all Classroom Subject Teachers. All teachers will be expected to meet the appropriate Teacher Standards/Post Threshold Standards as a minimum requirement (relevant to experience)

Responsible for: Ensuring that pupils make progress and have the opportunity to achieve their potential and meet high expectations. Delivering the Programme of Study and schemes of Work as appropriate and as directed by the Head of Department

Purpose

- To provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress
- Be accountable for the attainment and progress of all students who are taught by the post holder
- Supervise and guide the work of any support staff who are assigned to work with post holder's classes/students
- To provide pastoral support and guidance for all students in the post holder's care, classes or form group teaching and learning across the school

Teaching and Learning

- To set clear learning objectives and plan for and teach across the whole age and ability range for an appropriate portion of the week
- Use data to plan lessons learning materials and questions to motivate and support all students to make at least good progress
- To have high aspirations and set challenging targets for all students
- To set high expectations for students behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences
- To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
- Take account of students' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities

- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge
- Set work for students absent from school for health or disciplinary reasons
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour for Learning Policy
- To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
- To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners
- To ensure that a stimulating environment is maintained in the classroom including provision of a high quality display

Assessment recording and Reporting

- To maintain plans of lessons undertaken and records of students' work, their attendance and attainment
- To mark, assess and return students work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement
- To keep high quality records to promote tracking and monitoring of student progress using data and teacher assessment records
- Use data to set aspirational targets and plan challenging activities
- To report and record student attainment, progress and results of assessments within the school's recording and reporting structure
- To set and mark examinations assessments and coursework as assigned by Head of Department or other school leaders
- Attend the appropriate Parents' Evening/Target Days and individual meetings to keep parents/carers informed as to the progress of their child towards targets
- Be familiar with school records and information relating to students who have additional needs (including those who are gifted and talented) and use this information to ensure that all students can access the curriculum and are supported to attain well and make at least good progress

Pastoral Responsibilities

- To take responsibility for promoting and safeguarding the welfare of children and young persons
- To participate in the pastoral organisation of the school as a form tutor, if required
- To be the first point of contact for parents/carers in the assigned tutor group
- To monitor and set targets for the social and academic progress of individuals in the tutor group
- To undertake responsibility for the delivery of the Well-being and tutorial programmes to the tutor groups as required
- To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards

General Professional Responsibilities

- To attend meeting as part of the agreed meeting cycle
- To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual and whole school improvement work
- To support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies
- To act as a role model to students in respect of dress, attendance and punctuality and general conduct
- To ensure that all deadlines are met as published in advance
- To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Head Teacher (e.g.duties, emergency cover)
- To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document

General

- Actively contribute to the overall ethos, culture, values and aims of WAT
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection,

reporting all concerns to the appropriate person

- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post is subject to an enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Requirements		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Degree or equivalent in French or related subject ▪ Qualified teacher status ▪ Evidence of continuing professional development 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
Work related experience / Specialist knowledge	<ul style="list-style-type: none"> ▪ Able to teach to A Level ▪ Outstanding classroom practitioner ▪ Experience of using data to improve outcomes ▪ Track record of examination success ▪ Commitment to being involved in the wider life of school through participation in extra-curricular activities ▪ Willing to organise and participate in enrichment visits to the UK and abroad ▪ Experience of working in a similar setting 	<p style="text-align: center;">*</p>	*
Aptitudes, skills and abilities	<ul style="list-style-type: none"> ▪ Able to engage, enthuse and motivate students of all abilities ▪ Ability to set targets, meet deadlines and work under pressure ▪ Evidence of, and willing to, contribute to extra-curricular activities ▪ Maintains high professional standards ▪ Ambitions and potential for future leadership roles ▪ Enthusiasm for subject 	<p style="text-align: center;">*</p>	
Other	<ul style="list-style-type: none"> ▪ Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is 	*	

	subject to an enhanced DBS with barred list check.		
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