

JOB DESCRIPTION

POST: TEACHER OF GERMAN

All members of staff are part of a professional team which supports the aims of the School. Colleagues should co-operate and be supportive in ensuring the smooth running of the school and, as members of a team, take responsibility for any child within the school community as necessary. Every teacher is expected to keep up to date with current thinking in education and to be engaged in continuous professional development. All teachers, after NQT year, have some curriculum responsibility as part of their Continuous Professional Development and will be expected to agree this with their Head of Department.

All school staff should familiarise themselves with the expectations outlined in the Staff Code of Conduct (SP02.11)

I. PRINCIPAL RESPONSIBILITIES

- To be responsible for teaching pupils according to their educational needs mainly in the area(s) of German.
- To consider advice and to follow the direction given by the Head of the relevant Department(s) and Senior Staff.
- To plan and prepare courses and lessons, using a variety of teaching methods and to provide written/oral feedback on class and homework, in accordance with the scheme of work.
- To assess, record and report on the development, progress and attainment of pupils, maintaining accurate records and using the information to inform teaching and learning.
- To endeavour to establish a good rapport with classes and to encourage good practice with regard to punctuality, behaviour, standards of work and homework (according to school policy).
- To attend departmental meetings.
- To participate in the development of appropriate syllabuses, materials, reviews of schemes of work and policies. To contribute to the department's improvement plan and its implementation.

II. ADDITIONAL SPECIFIC RESPONSIBILITIES

- To be a Form Tutor if required and to carry out related duties in accordance with the general job description of Form Tutor.

III. GENERAL DUTIES

- To carry out a share of supervising duties in accordance with published schedules.
- To communicate effectively in appropriate meetings with colleagues, parents and outside bodies relative to the above duties.
- To participate in performance management arrangements.
- To promote actively the school's policies.
- To comply with the school's Health and Safety policy and undertake risk assessment as appropriate.
- To communicate potentially important information to Form Tutors and the Deputy Head, if necessary.

This job description may be amended at any time after consultation with you.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.