



## **Job description for Teacher of Mandarin**

### **Purpose**

The education and welfare of designated classes/groups of students in accordance with the requirements of the 'School Teachers' Pay and Conditions Document' having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of students.

### **Areas of responsibility and key tasks**

- A. To plan and deliver engaging lessons which are challenging, inclusive and well resourced:
  - A1. ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs;
  - A2. ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
  - A3. ensure effective development of students' literacy, numeracy and information technology skills through the subject.
- B. To share planning and good practice within the department.
- C. To assess students' work regularly, in accordance with school and department policy.
- D. To contribute to the development of schemes of work, as required by the Head of Department:
  - D1. develop schemes of work and activities designed to ensure positive and engaging experiences in and outside of the classroom;
  - D2. maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- E. To contribute as appropriate to department extra-curricular activities, by agreement with the Head of Department.
- F. To use class data effectively to ensure students make progress:
  - F1. use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those students.
  - F2. analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
  - F3. ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.

- G. To ensure that students' behaviour allows learning to take place by implementing the school's behaviour policy:  
G1. implement the school's behaviour management policy.  
G2. contribute to whole school aims, policies and practices, including those in relation to rewards, bullying and racial harassment.
- H. To report to parents on the quality of students' work, their progress and their attainment, in accordance with school and department policy.
- I. To attend parents' evenings to give an account of students' progress, attainment and attitude, as required by the schedule.
- J. To carry out other responsibilities that may reasonably be required by the Headteacher.

### **Safeguarding**

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust (the Trust). Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

*Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.*

Signed: (employee):

Signed: (on behalf of the Academy):

Date: