



## The Chantry School

### Job Description

Name:  
 Job Title: Teacher of French and German  
 Accountable to: Head of MFL  
 Last review: March 2023

**Purpose** To provide high quality teaching and so enable effective use of resources and high standards of learning, progress and achievement for pupils, within an atmosphere in which pupils feel challenged, valued and secure.

#### Accountabilities:

Area	Accountability Statement
Teaching and Learning	<ul style="list-style-type: none"> <li>Set high expectations which inspire, motivate and challenge pupils</li> <li>Plan and teach well-structured lessons</li> <li>Demonstrate good subject and curriculum knowledge</li> <li>Adapt teaching to respond to the strengths and needs of all pupils including the setting and marking of work to be carried out by pupils in school and elsewhere</li> <li>Promote good progress and outcomes by pupils including SEN &amp; G&amp;T</li> <li>Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English</li> </ul>
Assessment Recording and Reporting	<ul style="list-style-type: none"> <li>Make accurate and productive use of assessment to record and report on the learning needs, progress and achievement of pupils</li> <li>Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils</li> </ul>
Pupils' Personal Development	<ul style="list-style-type: none"> <li>Fulfil the role of Form Tutor, or pastoral support, as required</li> <li>Contribute to the CPSE programme</li> <li>Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions</li> <li>Contributing to the wider curriculum and enrichment opportunities for all pupils.</li> </ul>
Liaison	<ul style="list-style-type: none"> <li>Communicating and consulting with the parents of pupils at Parents' Evenings, Open Evening and other similar events</li> <li>Communicating and co-operating with persons or bodies both within and beyond the school in matters relating to pupils in their care and attending any meetings as necessary (e.g. with HoDs, YH's, outside agencies).</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>Participating in arrangements for the review of the teacher's own performance and that of other teachers as line management responsibility requires.</li> </ul>
Monitoring, evaluation and CPD	<ul style="list-style-type: none"> <li>Reviewing from time to time the methods of teaching and schemes of work to ensure effective delivery in the classroom.</li> <li>Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.</li> <li>Participating in arrangements for further training and professional development.</li> <li>Act on advice and feedback given and be open to support.</li> </ul>

Discipline, Health and Safety	<ul style="list-style-type: none"> <li>• Manage behaviour effectively to ensure a good and safe learning environment using the school's agreed Behaviour for Learning system</li> <li>• Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> <li>• Promote the safety and well-being of pupils and participate in all Health and Safety and safeguarding requirements in the school, both whole school and subject specific.</li> </ul>
Staff Meetings	<ul style="list-style-type: none"> <li>• Participating in meetings at the school which relate to the curriculum or the administration or organisation of the school including pastoral arrangements</li> </ul>
Cover for absent colleagues	<ul style="list-style-type: none"> <li>• Cover for absent colleagues, rarely and in circumstances that are not foreseeable</li> </ul>
External Examinations	<ul style="list-style-type: none"> <li>• Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments</li> </ul>
Wider Responsibilities	<ul style="list-style-type: none"> <li>• Fulfil wider professional responsibilities</li> <li>• Make a positive contribution to the wider life and ethos of the school</li> <li>• Maintain professional conduct at all times.</li> <li>• Deploy support staff effectively</li> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.</li> </ul>
Administration	<p>Participate in administrative and organisational tasks related to the duties described above, including:-</p> <ul style="list-style-type: none"> <li>• Meeting deadlines</li> <li>• the direction or supervision of persons providing support in the classroom</li> <li>• attending assemblies</li> <li>• use of sims to, for example, register the attendance of pupils and log behaviour incidents</li> <li>• supervising pupils during duties before, during or after school sessions</li> </ul>

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. Items in italics are part of the Teachers' Standards and due regard should be given to the further detail these imply. The post holder may be required to undertake other tasks appropriate to the level of the post as the Headteacher may require. It may be reviewed from time to time and be subject to modification or amendment after consultation with the post holder.

Signed .....  
**(Member of staff)**

Signed .....  
**Headteacher**

Date .....  
**(Member of staff)**

Date .....  
**Headteacher**

**Update March 2023 (With reference to Teachers' Standards and STPCD Sept 2022)**