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**The Shropshire Gateway Educational Trust**

**Job description: Teacher of French**

**Job details**

**Salary:** MPR/UPR

**Hours:** Fulltime

**Contract type:** Temporary

**Reporting to:** Head of MFL

**Main purpose**

The teacher will:

* Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions document (STPCD).

Meet the expectations set out in the Teachers’ Standards

* Assist in the smooth running of the school at all times

# Duties and responsibilities

Teaching

* Plan and teach well-structured lessons to assigned classes, small groups or individuals following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations that inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests
* Demonstrate best practice engaging strategies to boost classroom engagement
* Show knowledge of whole subject / Key stage curriculum, including latest developments
* To act as a Form tutor and undertake all of the responsibilities which come with this responsibility
* To contribute to extra-curricular activities actively and effectively supporting the school ethos of ‘more than just a school’

**Key Responsibilities:**

The French teacher will work closely with the Head of Department to ensure that students receive an appropriate and challenging curriculum.

* To plan, prepare and teach outstanding and good courses and lessons.
* To teach, according to students’ educational needs, the students assigned, including the setting and marking of work
* To develop existing schemes of work to best match student need and to develop schemes for alternative subjects.
* To assess, record and report on the development, progress and attainment of students.
* To promote the general progress and well-being of individual students and of any class or group of students assigned.
* To write records and reports on the academic, personal and social development progress and needs of the students as required.
* To communicate professionally and effectively with the parents/carers of students.
* To communicate and co-operate with persons or bodies outside of the Trust.
* To participate in meetings arranged for any of the purposes described above.
* To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
* To participate in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations or Trust PM policy for the appraisal or review of the teacher’s performance and that of other teachers and staff.
* To participate in ongoing self-review and further training and development, particularly those identified and outlined through the Performance Management process.
* To participate in cross Trust development planning.
* To implement all Trust policies.
* To ensure to adhere to all the examination regulations of the examinations board.
* To ensure that students are taught in accordance with all examination regulations.
* To ensure to keep up to date with all examination requirements of all courses taught.
* To maintain good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the Trust premises and when they are engaged in authorised Trust activities elsewhere.
* To participate in all scheduled meetings which relate to the curriculum for the Trust or the administration or organisation of the Trust, including pastoral arrangements,

Teaching and learning responsibility

* Use professional skills and judgements to provide positive learning experiences for pupils across the age and ability range.
* Provide subject/Key stage knowledge, showing up-to-date knowledge of sector trends and developments
* Review curriculum as required, highlight areas where teaching can be broadened and attainment improved, and providing data to the Headteacher or others as required
* Be the voice of your department/subject, ensuring classroom teachers’ experiences are adapted to meet individual pupil needs.

Whole-school organisation, strategy and development

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach
* Ensure teaching and learning within your subject / Key stage is aligned with school ethos, identifying and procedural issues and providing workable solutions
* Provide leadership and learning within your subject/ key stage is aligned with school
* Provide leadership within your department and ensure whole school values are represented and understood.

Health, safety and discipline

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others
* Take part in professional development within your subject / key stage, sharing ways to improve subject teaching with others.
* Lead other teachers in maintaining subject knowledge and latest pedagogical developments

Communication

* Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

 Personal and professional conduct

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

 Management of staff and resources

Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Successful teaching experience * Evidence of professional development relevant to this role |
| **Skills and knowledge** | * Good knowledge of legislation and guidance on curriculum requirements * Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff * Excellent communication and organisational skills * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behavior management strategies * Good IT skills, including previous use of various school management systems. * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships with staff and other stakeholders |
| **Personal qualities** | * High expectations for all pupils and belief in bringing out the best in all * Commitment to upholding and promoting the ethos and values of the school * Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to equality |

# Notes:

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

Last review date: 1st February 2022

Next review date:

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: