



JOB DESCRIPTION

Post Title	PART TIME TEACHER OF FRENCH (Temporary to cover Maternity Leave)
Purpose	<p>To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.</p> <p>To monitor and support the overall progress of students.</p> <p>To contribute to raising standards of student achievement.</p>
Responsible for	Students and associate staff within the curriculum area.
Responsible to:	Head of Subject Area and Curriculum Leader
Strategic Direction	<ul style="list-style-type: none"> • To assist in the development of appropriate schemes of work, resources marking policies and teaching strategies in the Curriculum or subject area. • To contribute to the Subject and Curriculum area development plan and its implementation. • To plan, prepare and teach courses and lessons. • To contribute to whole school planning activities.
	Key Accountabilities
Teaching and Learning	<ul style="list-style-type: none"> • Prepare and teach lessons of a high standard to the students assigned to him/her <ul style="list-style-type: none"> ◦ Following designated Programmes of study; ◦ Carrying out the necessary assessments; ◦ Monitoring students in accordance with agreed departmental/faculty/school strategies; ◦ Provide information/comments for records. • Implement systems for recording individual student progress. • Ensure schemes of work are developed appropriately. • Evaluate the quality of teaching and standards of achievement in your classes, setting targets for improvement. • Maintain discipline in accordance with school policies and demonstrate good practice in classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc. • To track student progress, to complete relevant documentation to assist in this and to use information to inform teaching and learning. • Implement the process of target setting with students and work towards their achievement.

	<ul style="list-style-type: none"> • Keep up to date with national developments in the your subject area and teaching practice and methodology. • Respond to curriculum development and initiatives. • Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials. • Review methods of teaching and programmes of work. • Develop effective subject links with Confederation and other schools, external agencies and the community, participating in appropriate events. • Participate in the applications of the departmental homework policy, which includes, setting, marking of homework and the monitoring of homework diaries. • To mark, grade and give verbal/written and diagnostic feedback as required. • Effectively promote the curriculum area at Open Days and evenings and other events. • Develop a programme of trips, visits and activities to enrich learning and teaching. • Make appropriate arrangements for classes during any planned absence.
Quality Assurance	<ul style="list-style-type: none"> • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures. • Make use of data analysis and evaluate performance data provided for your groups. • Identify and take appropriate action on issues arising from data and reports. • Produce reports on examination performance, including the use of value added data for your groups.
Resource Management	<ul style="list-style-type: none"> • Identify, secure and allocate resources to support effective learning and teaching within your classroom
Student Support	<ul style="list-style-type: none"> • Promote & safeguard the welfare of the students. • Monitor and support the attendance, overall progress and development of students within your classes, taking appropriate action as necessary. • Act as form tutor, as required, carrying out the duties expected in that role. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • Ensure that the school's Rewards and Behaviour and Inclusion Policies are fully implemented in your classroom so that effective learning can take place. • To ensure the effective/efficient deployment of classroom support. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To contribute to the preparation of action plans and progress files and other reports. • To communicate as appropriate with parents of students and with persons or bodies outside school concerned with the welfare of individual students, after consultation with the appropriate staff.

	Additional Duties	
	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its ethos and to encourage colleagues and students to follow this example. • Actively take part in the Performance Management Review process • To take part in the schools staff development programme by participating in arrangements for further training and professional development. • To continue your Professional development in relevant areas including subject knowledge and teaching methods. • Participate in the school's ITT and NQT programmes. • To contribute to PSHCE, citizenship and enterprise according to school policy • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To support the school in meeting its legal requirements for worship • Undertake any other duty as specified by STPCB not mentioned above. 	
	Knowledge and Skills	
	<p>Classroom Teachers should demonstrate knowledge and understanding of:</p> <p>Principles & practices in relation to:</p> <ul style="list-style-type: none"> • Effective learning and teaching, • Preparation of Schemes of Work, • Knowledge and Understanding of subject area(s), • Monitoring/assessment/evaluation, • The application of ICT to learning and teaching in subject areas. 	
	Professional Qualities	
	<p>Emotional self awareness Empathy Accurate self-assessment Organisational awareness Self confidence Influence Conflict management Sense of Humour</p>	<p>Team work & collaboration Emotional self control Developing others Transparency Optimism Adaptability Initiative</p>