



Part Time Teacher of French with Spanish Job Description

Easter 2021

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West Yorkshire HD34GN
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1. Introduction

Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

Raise standards of student attainment and achievement within Languages and monitor and support student progress. Reporting to: Director of Languages

2. Teaching responsibilities

- To teach French to groups of students from all abilities across years 7 – 11.
- To teach Spanish to groups of all abilities across KS3
- To ensure that all lessons are planned with clear learning intentions.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend scheduled meetings in the Languages department and school.
- To work with colleagues in the Languages department to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of SNHS.
- To ensure that all work in the Languages department reflects the distinctive ethos of SNHS.
- To help develop Languages resources for the school VLE.
- To participate in Languages events such as trips and primary liaison.

Aspiration, Unity, Achievement

Principal: Mr D. Christian, MA (Ed), BSc (Hons)

3. Staffing

- To continue own personal development in accordance with the school's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within Languages during any periods of planned absence and make sure that the work is thoroughly reviewed on return.
- To promote teamwork within the Languages department.
- To participate in the school's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Principal.
- To enforce the school's behaviour and uniform policies on a daily basis.

4. Management Information

- To ensure the maintenance of accurate and up-to-date information on all classes taught.
- To make use of analysis and evaluation of student data.
- To identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the department on assessment data, including examination data.

5. Communication

- To ensure effective communication and consultation with parents and carers of students.
- To liaise with other schools, higher education, industry, local community groups etc. as appropriate.

6. Pastoral responsibilities

- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor and support the overall progress and development of students within your Tutor Group.
- To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of the PSHCE programme in tutor time.

7. School ethos

- To play a full part in the life of the school; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the school's policies at all times.
- Comply with the school's Health and Safety Policy / Safeguarding Policy at all times.

EMPLOYEE SPECIFICATION

PART TIME TEACHER OF FRENCH with Spanish

GRADE: MPS/UPS

SALENDINE NOOK HIGH SCHOOL

ATTRIBUTES	CRITERIA	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Successful French teaching experience to KS4 • Successful teaching of KS3 Spanish 	Application Form Application Form
Education and training attainments	<ul style="list-style-type: none"> • Qualified teacher status with appropriate qualifications in Languages or a related field. • Recent relevant continuing professional development. 	Application Form Application Form
General and Special Knowledge	<ul style="list-style-type: none"> • Knowledge of current developments in Languages. • An awareness of equal opportunity issues. 	Application Form & Interview Interview
Skills and Abilities	<ul style="list-style-type: none"> • Effective interpersonal and communication skills. • Effective administration skills. • The ability to implement new initiatives. • Ability to make effective use of resources. • The ability to relate to and motivate young people. 	Interview Application Form & Interview Interview Interview Interview
Additional personal attributes	<ul style="list-style-type: none"> • Commitment to a positive, collaborative approach being involved with whole school and the wider life of the school. • A willingness to contribute to extra-curricular clubs and activities. • A strong relationship builder and a good sense of humour. 	Application Form & Interview Application Form & Interview Interview

Advice:

- Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.
- We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.