

**THE HIGHLAND COUNCIL
JOB DESCRIPTION**

SERVICE: Care & Learning

POST DESIGNATION: Teacher of Modern Languages (French and German)

LOCATION: Nairn Academy

RESPONSIBLE TO: PT Faculty – Language & Communication

JOB PURPOSE: To teach Modern Languages

DUTIES: Subject to the policies of the school and the Education Authority, the duties of Teachers shall be to perform such tasks as the Rector shall direct, having reasonable regard to overall teacher workload related to the following categories:-

Pupils

1. Teaching assigned classes;
2. Preparing lessons and courses;
3. Undertaking development of the school curriculum;
4. Assessing, recording and reporting the work of pupils;
5. Presenting pupils for and participating in the conduct of national examinations;
6. Advising and guiding pupils on issues related to their education;
7. Maintaining good order and discipline among pupils and safeguarding their health and safety.

Professional Development

1. Undertaking post-qualification training and participating in appropriate staff development and in-service training activities;
2. Contributing to the professional development of colleagues, including probationary and student teachers.

Parents

Reporting and discussing pupils' progress with their parents and any other bodies that have statutory functions relating to the care of children.

Administration

Participating in the administration and organisation of the school.

OTHER DUTIES: The postholder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

DATE: May 2018