ST PETER'S SCHOOL HUNTINGDON
JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

POST TITLE	Teacher of French
SALARY	Main Pay Scale/Upper Pay Scale
RESPONSIBLE TO	Head of Department
PERFORMANCE MANAGEMENT	By the team leader allocated in the performance management arrangements published at the beginning of each academic year.
STRATEGIC PURPOSE	To carry out the basic duties of a school teacher as set out in the current edition of the School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies. **Post threshold teachers** are required to meet the post threshold standards. As a post threshold teacher, to act as a role model for teaching and learning, to make a distinctive contribution to raising standards across the school, to continue to develop own expertise post threshold and provide regular coaching and mentoring to less experienced teachers.

RESPONSIBILITIES

1. Teaching

This will include:

- Planning and preparing courses and lessons in accordance with departmental schemes of work and national curriculum, taking into account the educational needs of students.
- Ensure punctuality and establish a purposeful work atmosphere during all learning activities.
- Setting and marking classwork and homework. Set work when required for absent students.
- Assessing, recording and reporting on the development, progress of students taking into account prior levels of attainment that can be used to set future targets.
- Implement the school's behaviour policy in lessons and maintain excellent classroom management with due regard to health and safety policies.
- Participating in arrangements for preparing students for public examinations, including the preparation, recording and submission of assessments.
- Teaching in the Personal Development programme under the direction of the Co-ordinators of Personal Development and Life Skills.
- Set appropriate and challenging work for students.
- Ensure effective setting of homework and comprehensive feedback to students.
- Identify and work appropriately with 'special educational needs' students and 'academically more able' students.

2. Pastoral work

This will include:

- Acting in the role of Group Tutor or Associate Tutor under the direction of the Heads of Year.
- Monitor and set targets for the social and academic progress of all students in the tutor group.
- Promoting the general progress and wellbeing of individual students and of any assigned class or group of students.
- Endeavour to build up a good relationship with students in the tutor group, so that they have a first point of contact for guidance and advice on both educational and social matters.
- Maintain an accurate attendance register and do everything possible to encourage good attendance, communicating with parents of students when necessary.
- Command high standards of student behaviour and conduct at all times and support the school in its application of related policies.
- Participating in meetings called by external agencies for the purpose of supporting students.
- Report issues of concern to the appropriate senior/designated staff.

3. Assessment, recording and reporting.

This will include:

- Preparing and contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Keep appropriate records of students work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Use the schools marking scheme at all times.
- Carry out assessment programmes, as agreed by the school or department.
- Complete student reporting in line with school policy. Attend parents evening as required and keep parents informed about their child's performance and future targets.

4. Contributing to the work of the subject department.

This will include:

- Attending departmental meetings.
- Contributing to the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and student support arrangements.
- Participating in the sharing of good practice both within and between departments.

5. Contributing to whole school development.

This will include:

- Attending and participating in school management meetings as required, including full staff meetings/briefings and consultations.
- Participating in the development of whole school policies.

- In relation to the schools strategic plan, contribute initiatives relevant to the teacher's subject.
- In relation to the schools strategic plan, contribute towards school goals and targets.

6. Participating in performance management and professional development activities.

This will include:

- Participating in the school induction arrangements for new staff, including those applying to a newly qualified teacher.
- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

The teacher will be part of the schools performance management scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head teacher.

This job description will be reviewed periodically in the light of changing needs and circumstances. The Head teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.

December 2017