

## JOB DESCRIPTION – 2018

**Job Title:** Teacher of Latin

**Reports to:** Head of MFL

**Department:** MFL

**Hours per week:** Part time (0.5)

### Key Working Relationships

Deputy Head

Deputy Head – Academic Studies

Head of Department

Department

Students

Parents

### Job Summary

The Teacher shall carry out the professional duties of a schoolteacher as circumstances may require, under the reasonable direction of the Head, or his/her delegate. The Teacher shall perform, in accordance with any directions that may reasonably be given to him by the Head, or his/her delegate, such particular duties as may reasonably be assigned to him/her. The teacher appointed will be responsible for:

- Teaching Latin in Year 9 and GCSE to Year 10 and 11.

### Duties and responsibilities

Professional duties shall be deemed to include, but not be limited to, the following:

#### Teaching

- (a) Planning and preparing courses and lessons;
- (b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- (c) Assessing, recording and reporting on the development, progress and attainment of pupils; in each case having regard to the curriculum for the school.

#### Other Activities

- (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him / her;
- (b) Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) Making records of and reports on the personal and social needs of pupils;
- (d) Communicating and consulting with the parents of pupils;

- (e) Communicating and co-operating with relevant persons or bodies outside the school;
- (f) Participating in meetings arranged for any of the purposes described above.

### **Assessments and Reports**

- (a) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### **Appraisal**

- (a) Participating in any arrangements made by the school for the appraisal of the Teacher's performance and that of other teachers.

### **Review - Further Training and Development**

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) Participating in arrangements for his/her further training and professional developments as a teacher.

### **Educational Methods**

- (a) Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

- (a) Maintaining good order and discipline among the pupils and safeguarding their health and safety both on School premises and when they are engaged in authorised school activities elsewhere.

### **Staff Meetings**

- (a) Participating in meetings at the School that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

### **Cover**

- (a) Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them as reasonably required by the Head.

### **Extra-Curricular**

- (a) To participate in the school's evening and weekend activities programme for at least one activity per week and up to eight Saturdays per academic year.

### **Public Examinations**

- (a) Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording

and reporting such assessments; and participating in arrangements for pupils presentation for and supervision during such examinations.

**Management** (Where appropriate and/or required)

- (a) Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers;
- (b) Co-ordinating or managing the work of other teachers;
- (c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

**Administration**

- (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- (b) Attending assemblies e.g. collects, meetings for worship, etc., registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
- (c) Undertaking such duties and responsibilities as the Head may from time to time direct.

**General**

The Teacher is expected to have regard to the Staff Handbook which will be issued to the Teacher as a reference guide to enable a common approach to School procedures to be adopted. The Teacher is expected to and will comply with the provisions of the Staff Handbook. Procedures may be changed or updated from time to time as the needs of the School change. Updates will be issued to the Teacher whenever a revision is made.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the

requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.