

JOB PROFILE FOR TEACHER OF FRENCH (APPROX 0.3)





We are looking for a part-time, well-qualified, innovative and enthusiastic teacher of French to join our Modern Foreign Languages Department. The ability to teach German or Spanish would be an advantage and to teach to A Level would also be advantageous.

The ideal candidate will

- be an inspirational teacher and an outstanding classroom practitioner who is committed to raising the achievements of our students;
- have an excellent knowledge and understanding of the subject;
- be passionate about teaching languages and be able to instil a love of languages in our pupils;
- be committed to delivering high quality teaching and learning;
- be able to engage pupils of all abilities and enable every child to fulfil their potential;
- be skilled at fostering both independent and collaborative student-led learning;
- have experience of teaching at Key Stages 3, 4 and 5;
- be well organised and able to plan creatively and effectively;
- embrace change and new initiatives in teaching;
- be able to work well collaboratively as part of a team.

You will be part of a small, dedicated and highly successful MFL Department, committed to improvement and passionate about teaching and learning.

BENEFITS PACKAGE

Start Date: September 2018 or January 2019

Salary

Luckley House School has its own pay scale which is above that of the maintained sector and currently ranges from £23,818 per annum (FTE) for a newly qualified teacher with a good Honours degree to £34,491 (FTE) for someone with several years' experience. Two further scales are available for threshold applications.

Fee remission

A remission of 50% of fees is available for the successful applicant's children when they enrol at Luckley House School, assuming a place is available and entry requirements are met.

Pension

You will automatically be enrolled in the Teachers' Pension Scheme unless you exercise your right to opt out of the scheme

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on 0118 9743209 or email narene.hall@luckleyhouseschool.org
Alternatively an application/information pack can be downloaded from:
www.tes.com/jobs/employer/-1002273

Closing date: Friday 18 May 2018

Interview date: Week commencing 21 May 2018

JOB DESCRIPTION

Title	:	Teacher of French
Job Purpose	:	To assist the Head of Department with the teaching and development of your subject(s). To promote the happiness and well-being of students in your form.
Accountability:		To your Head of Department for your work in the Department To the relevant Deputy Head pastoral and Head of Section for your work as form tutor and any extra-curricular activity which you participate in and/or organise.

Main areas of responsibility:

Overall Responsibility

- To plan and develop high quality lessons and courses, using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

General Teaching Duties

Teaching and Learning

- Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
- Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Work effectively as a member of the Department team to improve the quality of teaching and learning.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Contribute towards the implementation of IEPs as detailed in the current Code Of Practice, particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Be familiar with statutory assessment and reporting procedures using Doodle and provide informative, helpful and accurate reporting to parents.
- Keep an accurate register of pupils for each lesson.
Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy and the subject area.
- To assist with the development and organisation of your subject.
- To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

Professional Standards and Development

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities in particular the school Extended Day Programme.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- Be aware of the role of the Board of Governors of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who have SEN, are gifted and talented or are not yet fluent in English.
- To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Headmistress or other members of the Senior Management Team.

Health and Safety

- Be prepared to undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake supervisory duties as part of the general teaching staff rota.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.

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 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.