

## Teacher of French (with Spanish) Job Description

**General**

* Deliver the appropriate curriculum as outlined by the Head of Languages.
* Contribute to the review, development and management of the Languages Department.

## Key Tasks

* Oversee and organise the resources for each group of pupils you teach within the financial parameters of the Department.
* To plan lessons and deliver teaching of the highest standard.
* Set high expectations for pupils in terms of their work and behaviour in lessons.
* Maintain outcomes of achievement from pupils taught.
* Maintain standards of discipline in line with Radnor House policies.
* To set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
* To use a range of appropriate strategies for teaching and classroom management, including new technologies, which engage pupils and stimulate intellectual curiosity through the use of effective questioning, clear presentation and good use of resources
* Maintain an attractive and well-ordered classroom.
* Complete all pupil assessment requirements, including the regular marking of homework and coursework as appropriate.
* Ensure that pupils are prepared appropriately for external qualifications.
* Maintain a thorough and up to date knowledge of the curriculum in Languages, relevant pedagogy and exam board specifications.
* Develop a continual updating of knowledge and understanding of the Languages curriculum through personal reading, research and training.
* Attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule.
* Participate in School Evaluation and Inset in the following areas of the curriculum:-

1. French (Spanish)
2. Pastoral, including Child Protection

* Contribute to the construction of an annual departmental plan as required.
* Advise the Head of Languages on resources required to enable the effective teaching of your subject.

# Pastoral Responsibilities

* Take a full part in the pastoral arrangements of Radnor House including attendance at assemblies.
* To promote the well-being of pupils.
* To consult with the Head of Department regarding pupils causing concern.
* To liaise with the Form Tutor and Pastoral Head regarding pupils causing concern in the classroom.
* Perform the tasks and duties of a Form Tutor.

# Other Expectations

* Work in accordance with the role of Teacher as defined from time to time by Radnor House.
* Work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House.
* To take a full role in the co-curricular life of Radnor House.
* Assist or lead in the organisation and management of Languages related events and co- curricular activities in consultation with the Head of Languages.
* Undertake such other duties as the Head may reasonably request.

The above statement of responsibilities is agreed to be an accurate job description, should be seen as enabling rather than restrictive and will be subject to regular review. This job description should be read in conjunction with the Staff Manual, a copy of which is available to all staff at the beginning of each academic year in September.