

**Teacher of French**

*‘Teach the children with all kindness and gentleness possible.’*

Marie Madeleine D’Houet (1781 – 1858)

*‘Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.’*

FCJ Education: Our Vision and Values (2013)

The post-holder is responsible to the *Head of French.*

**Within the context of the FCJ Vision Statement and the School’s Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and using the House system with the qualities that the Houses represent.
3. To take responsibility for the teaching and learning of your classes by:

* using, and when required to do so, designing schemes of work with suitable lesson plans and teaching resources which are evaluated on a regular basis
* working to a timeline for the delivery of topics and ensuring that the pace of delivery enables all pupils access the designated curriculum
* ensuring that the materials provided allow differentiation to take place thereby ensuring access to learning for all pupils, including those who have special educational needs or disabilities, and that you use the procedure to highlight pupils/students who experience difficulties
* checking that homework tasks are set that they reinforce learning and are available to parents on SIMS Learning Gateway SLG
* ensuring that appropriate high quality teaching and learning resources are on the VLE
* scrutinising pupils’ books and other work to ensure that assessment, marking and feedback are of a high standard and are being used by pupils in order to make good progress
* ensuring that the assessment spreadsheets have been completed on time
* ensuring that tracking data and annual reports are completed on time and to a high quality
* that appropriate intervention is identified and implemented

1. To promote pupil progress by:

* ensuring that robust assessment tasks are set and undertaken by pupils at the agreed time, including end of year examinations, and that the feedback has been acted upon by pupils/Sixth Form students
* ensuring that assessment data is used to improve pupil/student performance
* gathering data on pupils/Sixth Form students who are causing concern, including any who are identified as having a specific learning difficulties and sharing this information with the Head of Year and Head of Faculty
* ensuring that the progress of all pupil groups are closely monitored, including those pupils identified as having *Exceptional Aptitude* to ensure that outstanding progress is being made and that any pupils falling behind have a programme of intervention prepared and shared with parents
* using SISRA and ALPS to track the performance of pupils and Sixth Form
* identifying pupils/students who are capable of exceeding their baselines at GCSE and A level and initiating a programme to maximise their achievement

1. To promote positive and responsible behaviour by:

* ensuring that pupils understand and follow the school’s *Behaviour for Learning Policy*
* making sure that you address low level disruption or any type of negative behaviour likely to impact negatively on their progress or that of other pupils
* use House Points to promote a positive atmosphere in which good behaviour and effort are acknowledged
* ensuring that all pupils are aware of the health and safety procedures, including fire evacuation routines

1. To generate an interest and enthusiasm for the subject by:

* co-ordinating extra-curricular activities
* promoting competitions
* promoting visits from outside agencies and visits to suitable locations
* promoting special weeks or days when aspects of the subject are highlighted for the whole school
* contributing to enriching the learning environment by providing suitable displays

1. To work effectively with other colleagues by:

* ensuring that you contribute to the Subject Self Evaluation and the Annual Action Plan
* using the Appraisal Policy and meeting its deadlines to improve your practice and thereby make progress up the pay scales
* generating an interest in pedagogy so that a variety of teaching and learning styles can be explored by you and shared with colleagues

1. Any other duties as reasonably directed by the Headteacher.

**Other Duties**

1. Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.
2. Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
3. The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
4. All staff at Upton Hall School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our FCJ ethos as we encourage our pupils to use their talents and gifts in the service of others.

**This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**

**September 2017**