

## **SPECIALIST TEACHER OF FRENCH AND SPANISH**

### **Job Description**

A teacher should aim to inspire and to generate an enthusiasm for the subject amongst his or her pupils and to promote the subject within the school. He or she should work to increase the academic, social and ethical capability of each pupil in the school, always having regard to their physical and emotional wellbeing.

#### **The primary duties and responsibilities for the post holder are:**

- Work closely with their HoD and colleagues to promote an holistic approach to education.
- Supporting the education of the whole individual, and being enthusiastic proponents of education
- Conduct themselves in a professional manner at all times.
- Ensure that they retain and nurture a lively interest in contemporary developments in their subject/s.
- Teach their subject/s successfully with expertise, enthusiasm and patience and carry out reasonable subject-related duties assigned by their Head of Department.
- Encourage independent learning and self-evaluation in their pupils.
- Undertake preparation, marking, target setting and report writing required to ensure that the students achieve the highest possible standards.
- Within the Department, implement School policies and practices for planning, assessment, recording and reporting, using this information to support ongoing improvement.
- Contribute to the review and update of your Departmental Handbook (including marking policy) etc; the Departmental Development Plan/Departmental Self Evaluation Form [SEF].
- Develop and sustain good working relationships with pupils, colleagues and parents.
- Seek to work constructively with colleagues in other departments to facilitate cross-curricular initiatives and sharing of good practice; recognising links and building on common skills.
- If full time, undertake the role of Tutor and contribute to the extra-curricular enrichment programme in the school.
- Be familiar with the Teaching Staff School Handbook and the school policies included.
- Ensure that they are familiar with the School's Health & Safety guidance and be mindful of their own health and safety and that of their pupils.
- Accept responsibility for helping ensure the safety and good conduct of the pupils including adherence to the pupil disciplinary /behaviour and dress codes.



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- Carry out such duties as are allocated by the Deputy Head, Vice Principal Academic or Senior Management Team including cover for absent colleagues and examination invigilation.
- Respond punctually, efficiently and in accordance with the guidance in the staff School Handbook.
- Attend school and year group assemblies and Inter-house competitions, supervising Pupils.
- Attend staff meetings, parents' consultations, Open mornings, Speech Day and similar important school functions out of school hours; be willing to accompany school trips undertaken by your department, or involving your Tutees, or in Activities Week.
- Attend designated CPD courses each year with the consent of the HoD, Deputy Head and / or Vice Principal
- Take part in the appraisal cycle with an annual review.
- Attend Child Protection Training in accordance with School Child Protection Policy.
- All staff have responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy at all times.

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25/9/18