

**Job Description– Subject Teacher- French**

Post title	Subject Teacher
Core Purpose	<ul style="list-style-type: none"> <li>To teach students assigned to the teacher and to ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.</li> <li>To contribute to raising standards of student attainment.</li> <li>To monitor and assess student progress to improve their quality of learning and personal growth</li> <li>To undertake the duties of a Form Tutor when required to do so in accordance with the role description</li> <li>To undertake the duties and responsibilities specified by the current STPC document.</li> </ul>
Line Managed by	Curriculum Leader
Line Management Responsibility	None
Working time	1.0 FTE
Salary/Grade	MPS
Core Responsibilities	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department and contribute to the department's development plan and its implementation.</li> <li>To plan and prepare courses and lessons and contribute to the whole school's planning activities and strategic objectives.</li> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development and continue personal development including subject knowledge and teaching methods.</li> <li>To engage actively in the appraisal process.</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To contribute to the process of monitoring and evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To communicate, as appropriate, with the parents of students and with external agencies concerned with the welfare of individual students, after</li> </ul>

	<p>consultation with the appropriate staff</p> <ul style="list-style-type: none"> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To teach students according to their educational needs</li> <li>• Set and mark appropriate work, both in class and for homework, for students to assess progress and inform future learning</li> <li>• To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• Be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the Head of Faculty</li> <li>• Attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Principal.</li> <li>• Consult with form tutors over individual students and co-operate in any agreed courses of action.</li> <li>• Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of students with parents, write appropriate reports and references and ensure that any follow-up work is carried out</li> <li>• Assist, as required, the Head of Faculty in the setting, marking and grading of any examinations or assessment procedures.</li> <li>• Ensure the appropriate care of text and exercise books and expect a high standard of presentation in written work at all times.</li> <li>• To carry out a share of supervisory duties in accordance with published rosters.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school and Trust's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>
N.B.	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• This job description, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</li> </ul>