



**Parkgate House School
French Teacher Job Description**

Title of Post	French Teacher
Position reports into	This position reports into the Principal and Headmaster via the Deputy Head (direct line manager)
Staff reporting in to this position	N/A
Applicable Contract Terms and Duties	This job description is to be performed in accordance with the Service Contract.
Terms / Hours of Work (in brief)	Autumn, Spring and Summer Terms Plus termly inset days Plus all school events Hours of work during term time (as varied from year to year) Monday to Thursday – 8.00am to 5.30pm. Friday – 8.00am to 4.00pm. Please refer to service contract for further details.
Staff Benefits	Complimentary daily lunch Staff Pension Scheme



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This job specification represents duties required at the present time and will be subject to regular review and future change.

1.	Teach French lessons to classes throughout the Nursery, Pre-Prep and Prep Departments.
2.	Provide cover for colleagues across the whole school when requested.
3.	Coordinate two weekly French clubs (Nursery and Reception, Pre-Prep and Prep)
4.	Manage the procurement and inventory of resources within the French Department.
5.	Adhere to the school policy for Homework/Prep.
6.	Write full and detailed reports in accordance with the reporting schedule and collate and proof read reports from specialist teachers.
7.	Know and adhere to the systems and school policies defined in the Staff Handbook.
8.	Teach a full timetable, following the School's agreed curriculum and syllabus.
9.	Be responsible for the regular setting and marking of written work both in class and for preparation.
10.	Keep full, up to date records of attainment. Monitor the progress of all pupils taught, and take action where necessary to ensure that standards are upheld.
11.	Write reports on pupil attainment as required.
12.	Keep pupil profiles up to date.
13.	Write and file Medium Term Plans and save electronic copies on the school's network as directed.
14.	Review policies for the curriculum as directed.
15.	Be enthusiastic and informative to parents and visitors, always presenting the department at its best to all stakeholders.
16.	Provide stimulating displays that are changed each term.
17.	Take a full part in all school activities as required by the Principal and Headmaster.
18.	Ensure that a professional standard is maintained in terms of dress, behaviour etc that promotes the overall professionalism of the school.
19.	Attend and contribute to Prep and Pre-Prep meetings and social events.
20.	Attend Parents' Evenings, School Events, INSET, Open Days and such school functions as required by the Principal and Headmaster.
21.	Contribute to the School clubs, activities and share in the organisation of extra curricular activities, such as theatre trips, outings etc. that fall outside the school day as required by the Principal and Headmaster.

22.	Contribute to the duty timetable for playtimes, lunch and after school supervision as required.
23.	Adhere to the school policy for assessment and recording.
24.	To record in the form of weekly notes any matters arising in the class relating to pastoral and discipline matters.
25.	To be aware of the child protection policy and to be vigilant reporting any concerns immediately to the Safeguarding and Child Protection Designated Officers.
26.	To accompany, when requested, pupils to the Battersea Arts Centre; Stag Lodge and the Latchmere Leisure Centre and any other off-site venues for the purpose of educational activities.
27.	To record and file detailed notes of parent teacher meetings.
28.	Contribute to the rota of staff assemblies.
29.	Participate in and contribute to Parents' Assemblies.
30.	Participate in and contribute to Grand Assembly.
31.	Contribute to the updates; newsletters and websites as and when required.
32.	All other requests and duties that can be reasonably demanded by the Principal and Headmaster.
33.	To be aware and responsible for all issues regarding Health and Safety both in the form room and other areas around the school as well as all external venues utilised by the school.
34.	To record as outlined in the school policy all incidents of serious issues and issues regarding Health and Safety.
35.	Accompany children on Activity weekends and residential field trips as and when required.
36.	This job specification represents duties required at the present time and will be subject to regular review and future change.