



## **JOB DESCRIPTION**

- Job Title:** Teacher of French and Spanish
- Reporting to:** The Headmaster, Senior Deputy Head , Head of Foreign Modern Languages
- Salary Scale:** Alton School Salary Scale
- Job Summary:**
- To contribute to the teaching of courses within the subject

### **Job Content Main Duties**

- To prepare for and undertake the teaching of courses across the ability range to GCSE and A level
- To contribute to departmental schemes of work, controlled assessment moderation process
- To keep full records of attendance and achievement/progress of all pupils taught, including formative and summative assessment
- To contribute towards the upkeep and updating of curriculum resources
- To ensure appropriate course materials are available for pupils
- To ensure individual needs are met through appropriate use of differentiation
- To take responsibility for classroom/corridor display as appropriate
- To facilitate exchange visits or cultural visits to aid the learning of Spanish in the school where possible
- To support numeracy and literacy across the curriculum
- To promote the use of IT across the curriculum

**Liaison (in and out of school)**

- To attend staff, departmental meetings and other meetings as required
- To attend INSET meetings and courses as required
- To work as part of a subject team

**Pastoral**

- To display commitment to the protection and safeguarding of children and young people
- To liaise with the Deputy Headmaster and Headmaster as appropriate on pastoral matters

**Other Responsibilities**

- To review performance annually in discussion with the Senior Leadership Team
- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils
- To attend/contribute to school working parties/review bodies when required
- To undertake lunchtime, breaktime and other duties as required
- To contribute to co-curricular provision
- To adhere to school procedures outlined in the Staff Handbook and Policy Documentation
- And any other duties as deemed appropriate by the Headmaster