



WINDSOR
SCHOOL

The Bahamas

French Teacher - JOB DESCRIPTION

MAIN AREAS OF RESPONSIBILITY

- 1) To teach French to all foundation and primary classes and additional small groups of learners.
- 2) To plan, prepare, and implement the agreed curriculum to cater for the needs of all pupils within the assigned class and any other class taught.
- 3) To provide a warm, friendly and supportive atmosphere that is conducive to the social and emotional needs of the pupils within the class and promotes positive relationships.
- 4) To conduct lessons according to the agreed policy and syllabus.
- 5) To have the highest expectations of every pupil's potential, to promote, monitor and evaluate the progress of each pupil and to record and report this progress as defined by the school.
- 6) To provide pastoral support for the pupils in each class, ensuring each child is given the opportunity to reach their potential, and to be alert to any signs of emotional distress.
- 7) To effectively feedback and comment upon pupils' work as defined in the school policy.
- 8) To assess and evaluate pupils' progress using the school's agreed monitoring and assessment procedures, in order to modify planning, teaching and interventions, to ensure all pupils achieve their full potential.
- 9) To teach responsively, differentiating according to student need and progress, so all students are stretched and challenged.
- 10) To create an engaging, stimulating and relevant learning environment including through displays and classroom organisation, that promotes deep learning.

- 11) To set clear expectations for support staff and learners with regard to learning objectives and next steps for future progress in this regard.
- 12) To maintain discipline in accordance with school policies at all times and to encourage positive practice in relation to general behaviour and approach to school life.
- 13) To set purposeful homework, according to the homework policy, and to provide feedback that promotes progress and is helpful to both the pupil and parent.
- 14) To maintain cordial and informative relationships with parents.
- 15) To provide support for the pupils in a broad range of situations both on and off-site.
- 16) To work as part of a team with the teachers and assistants within the assigned year group and the rest of the school staff.
- 17) To liaise with other teachers in the school to ensure continuity between classes and departments.
- 18) To be a professional role model at all times, including with regard to appearance, attendance and punctuality.

OTHER DUTIES

- 1) To attend all staff meetings, parents' evenings (as appropriate) and staff INSET (internal and external as requested).
- 2) To participate in (and where appropriate contribute to) the general well-being of the staff and school so as to maintain and improve the performance of the school for the benefit of all concerned.
- 3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.
- 4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent and thorough.
- 5) To prepare school reports, on each pupil taught, at the end of each term. To prepare reports for Educational Psychologists, other schools and for any other body/organisation as requested by the Headmaster.
- 6) To share in the responsibility for covering colleagues in their absence.
- 7) To keep parents and pupils informed of all school notices and special events.

8) To comply with all legal requirements such as register of attendance and Health and Safety regulations.

9) To carry out tasks as delegated by the Headmaster or senior management team.

10) The teacher shall devote the whole of their working time and attention to the affairs of the school and shall not undertake any extraneous activities which could in the opinion of the Headmaster, interfere with the efficient discharge of the teacher's duties at school.

11) To promote and safeguard the welfare of all pupils for whom you are responsible, or with whom you come into contact in the school; to understand and implement all welfare and safeguarding policies, adhering to and ensuring compliance with the school's Safeguarding Policy at all times. To report any concerns immediately to the Designated Safeguarding Lead or the Head.

Safer Recruiting: Windsor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.