

# Claremont Fan Court School



## JOB DESCRIPTION

**Job Title:** Teacher of French and Spanish

**Reports to:** Head of Faculty: Languages

**Aims:** To teach pupils the skills and content necessary in this subject area that will enable each pupil to achieve well and be confident with further study in this subject.

To deliver the values and ethos of this School which is founded on 'a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them.' (Geith Plimmer, co-founder of Fan Court School).



### Teaching responsibilities

1. Teach an agreed curricular programme and enthusiastically commit to all aspects of the department programme including trips, visits and weekly study clinics
2. Teach lessons in accordance with the School's requirement
3. Plan, prepare and deliver lessons that follow the department's scheme of work. Ensure lessons are suitably differentiated and appropriate to all members of the class
4. Mark pupil work on a regular basis in accordance with department and school marking policies
5. Accurately record-keep for classes including registering, assessments, rewards and referrals
6. Feedback to pupils and parents through writing reports and attending Parents' Evenings
7. Attend morning staff briefings and school staff meetings
8. Cover lessons both within and outside the department and be available for exam invigilation as directed by the cover supervisor

9. Check school e-mail account on a regular basis and reply to colleagues and parents within 24 hours
10. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

### **Classroom Environment**

1. Establish a teaching environment that is positive and supportive of learning
2. Consider the needs of pupils at all times interacting in a supportive and positive way
3. Establish a culture for learning with pupils of all abilities
4. Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this School being purposeful, safe, respectful, open, valuable, and appropriate
5. Maintain the learning environment and keep classroom space in order so that it can be used by all staff and be a source of pride for the School and visitors



### **Responsibility to parents**

1. Be available for appointments with parents
2. Monitor pupil progress in prep books, report cards as necessary
3. Demonstrate a thorough knowledge of each learner and their individual needs
4. Written reports are to be accurate, unbiased, individualised, pertinent, goals-based and follow School procedure

### **Performance measures**

The performance of the Teacher of Spanish and French will be measured by an annual performance review which will include the following:

#### **Planning and preparation:**

- An expectation of at least 30% of GCSE learners gaining a grade 8/9
- All GCSE learners gaining a grade 4 or better
- An expectation of at least 30% of A level learners gaining an A
- All A level candidates gaining a C grade or better

#### **Classroom Environment:**

- Represent the subject to the School through termly displays within the class rooms

#### **Professional Responsibilities:**

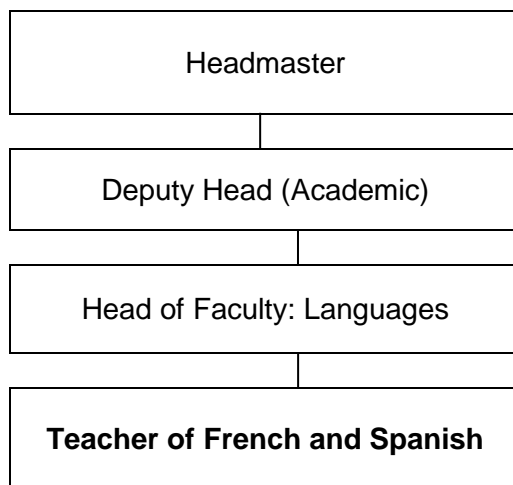
- Attend subject and whole school INSETS

#### **Responsibility to parents**

- Accurately report to parents according to School and departmental policy

### Organisational chart

The Teacher of Spanish and French will work within the Faculty of Languages. The immediate line diagram of responsibility is:



### Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This School values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.



# Claremont Fan Court School



## Position Outline

### Teacher of French and Spanish

A full time Teacher of French and Spanish is required for September 2019

#### Outline

- The job will be to teach both French and Spanish at least to GCSE and the immediate line manager for this work will be the Head of Faculty: Languages
- The standard teaching timetable is likely to be 25 x 50-minute periods per week within the working day of 8.15 to 4.00pm. In addition, staff are expected to attend a range of meetings, duties and cover lessons. All staff are expected to contribute to the school's pastoral and co-curricular programmes
- Teachers may be responsible to other colleagues in their work, e.g. a Form Tutor will have the Head of Year as their line manager for pastoral work
- A positive understanding of the School, its ethos and community is essential

#### Background

The languages faculty consists of hard working and enthusiastic teachers who achieve good results. It currently employs four full time and three part-time members of staff who teach all ages throughout the Senior School.

The faculty aims to allow pupils to achieve genuinely high standards in the languages they are learning. The use of information technology is encouraged and IT resources in the faculty are very good.

Four languages are taught in the faculty: French, German, Spanish and Latin. In the first two terms of Year 7, there is a languages carousel where pupils have a half-term of lessons in each language before choosing their main foreign language option. This post would involve teaching both Spanish and French to at least GCSE level, and there may also be the opportunity to teach one or both languages to A Level.

#### Staffing and Accommodation

The department comprises the following staff:

Mr Stephen Woolnough	Head of Faculty, Languages
Mrs Caroline Cahillane	Teacher of Modern Languages
Mrs Judith Bell	Assistant Head; Teacher of Modern Languages
Mr Francisco Sabater	Teacher of Modern Languages
Mr David Nanson	Teacher of Modern Languages (part time)
Mr Steven Roy	Teacher of Latin (part time)
Successful Candidate	Teacher of French and Spanish

The Languages faculty is situated in a series of adjacent classrooms on the top floor of the Mansion and the faculty teachers also have the use of a faculty office. The faculty has very good IT facilities which allows for a good use of visual and interactive resources. We currently use the Studio and Expo French courses, and the Viva and Listos Spanish courses.

The faculty allows for a good deal of flexibility in its approach to language teaching with teachers encouraged to be innovative.

All pupils have their own laptops for use in lessons.

All staff are expected to uphold the moral ethos and the Christian foundation of the school and to help deliver the school's character education programme. In addition, they are expected to attend regular general staff meetings including morning briefings and departmental meetings and to participate in extra-curricular activities. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work.

The successful candidate will be inspiring, creative and adaptable with a balanced outlook.



## Teacher of French and Spanish



### Person specification

The successful candidate is likely to display the following characteristics:

- Possess a good honours degree in French and/or Spanish and a PGCE or equivalent
- Have the ability to teach both Spanish and French at least to GCSE
- Demonstrate a proven track record of results in examinations (for experienced teachers)
- Enthusiastically commit to all aspects of the department programme including trips, visits and weekly study clinics
- Possess ability, skills and experience to contribute to both the department's and the school's co-curricular programme
- A cheerful, enthusiastic and well-presented person, capable of inspiring confidence in pupils and parents
- Excellent communication skills, oral, written and use of ICT. All teaching staff are supplied with a laptop
- An understanding of the nature of independent learning
- Able to set high expectations amongst all pupils
- An understanding of the skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of Health and Safety issues and compliance with Health and Safety policy
- Aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- Prepared to work hard with energy and enthusiasm