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| focus_logo_x  **French Teacher**  ***Job Description*** |

**JOB PURPOSE**

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| * Continually raise student attainment and achievement through well planned, appropriately pitched and differentiated class teaching * Provide day-to-day classroom leadership, inspiration and management, and maintain excellent teaching practice * Maintain an orderly and safe classroom environment that is conducive to good learning * Support the effective implementation of the agreed education program including the overall development and well-being of individual learners of all abilities * Support and implement the school’s student progress tracking arrangements at class level * Ensure all teaching programmes and activities are carried out and documented to meet the relevant requirements of examination boards and other external bodies * Uphold and promulgate the OneSchool Global ethos within all areas of responsibility * Maintain positive, appropriate and effective communications and relationships at all levels. * Work with other staff to promote relevant cross-curricular activities in line with the school’s current policy * Comply with and support the implementation of all school policies at all times |

**DUTIES**

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| * Report to and meet regularly with Line Manager * Plan, implement and monitor the full curriculum to a year group or across year groups, including primary/secondary transition as appropriate, as directed by the Head Teacher * Ensure classroom teaching is well planned, appropriately pitched and differentiated to meet the needs of all learners * Set homework and mark work in line with the current school policies * Prepare reports and communicate with parents regularly in line with current school policies * Attend and participate in staff and other meetings and attend all training, CPD and INSET days as requested by the Head Teacher and Management Team * Cooperate with the SLT on Management of Performance activities such as lesson observations and work scrutiny * Contribute to, share in and promote the wider and longer term vision of the school * Within the areas of your responsibility, ensure the school fulfils its obligations in regard of compliance with statutory and regulatory requirements * Contribute to the accurate recording of student performance data, tracking and target setting, including using the school electronic management information and other systems as directed by the SLT * Maintain a high standard and equitable approach to student welfare and behaviour management in line with the current school policy * Promote a classroom culture for learning in which everyone takes responsibility for a high standard of student behavior * Consistently demonstrate a high standard of organisational skills in all areas of responsibility * Establish & maintain effective working relationships at every level * Work in conjunction with Head Teacher, SENDCo, SLT, staff and any other relevant persons * Carry out any other reasonable duties as required by the Head Teacher, including cover and before/after school, break & lunch supervision * To be responsible for pastoral care of pupils as directed by the Head Teacher * Uphold and promulgate the OneSchool Global ethos within all areas of responsibility * Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety * Comply with and support the implementation of all School and FLT policies * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels * Ensure high standards are maintained, progressed and promoted in all areas of work * To undertake appropriate professional development and positively participate in the appraisal of own performance * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable |
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**Reporting To**

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| * Reporting to the Head Teacher or such other line manager as directed by the Management Team |

**SUPPORT FOR THE ROLE**

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| The role is supported by the Head Teacher and a proactive board of trustees with a designated Campus Administrator to work with the Head Teacher on a day to day basis.  Focus Learning Trust provides a range of support services in areas such as IT, recruitment, HR, policies and resources.  Regional Principals provide assistance in areas such as curriculum, SDL, SEND, performance management, CPD, data, pedagogy, and to support progress, promote consistency and share good practice between schools. |

**SAFEGUARDING**

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| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  The post is subject to an enhanced DBS check with appropriate Barred List checks. |

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| **Employee Signature:** |  |
| **Head Teacher Signature:** |  |
| **Date:** |  |

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| focus_logo_x  **Primary Lead Teacher**  ***Person Specification*** |

*Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a Lesson Observation (LO), presentation (P) or documentation (D)*

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| **Essential Criteria** | **Desirable Criteria** | **Assessed By** |
| Qualifications & Training  Qualified Teacher Status  Outstanding classroom practitioner experienced in pedagogical coaching including lesson observations and feedback | *Senior Management Training Working towards (e.g. NPQSL, NPQML)* | A, D  A, D |
| Experience, Knowledge & Skills  Experience of working within the secondary phase, providing for educational needs across the ability range in a wide range of settings  Successful experience in a senior leadership role which involved the use of data and assessment information to track and improve pupil progress  Demonstrable ability to maintain high standards of student and staff management  Knowledge of and passion for Self Directed Learning  Experience of leading areas of curriculum development  Experience of the improvement planning process  Highly organised, able to plan time effectively, meet deadlines and delegate appropriately  Empathy with children and young people, having the student at the heart of everything  Ability to create and maintain appropriate professional- student boundaries  Excellent interpersonal and communication skills both written and verbal  Excellent understanding of current safeguarding requirements and procedures  A willingness to undergo any training that is required  Understanding of the SEND Code of Practice and experience of promoting the inclusion of all students  Experience of delivering whole department or school CPD | *Significant experience in raising achievement via the leadership and coaching of staff for improved educational outcomes*  *Experience of working with principles of Self Directed Learning*  *Experience in the use of innovative technology such as Video Conferencing and VLE*  *Experience in overseeing Health and Safety management and promoting safe practice*  *Understanding and experience of the parental requirements special to the independent sector* | A, I  A, I  A, I  A, I, LO  A, I  A, I  A, I  A, I, LO  A, I, LO  A, I, LO  A, I  A, I  A, I  A, I |
| Attributes & attitudes  Enthusiastic, motivated, hard-working  Leadership skills, collaborative working style  Positive, ambitious role model for staff and pupils.  Relentless drive and uncompromising approach to improving standards in the classroom  Forward thinking with the ability to innovate in both curriculum and organisational changes  Adaptable, flexible  Ability to work within a team  Lead by example in terms of work ethic and professional behaviour |  | A, I, LO  A, I, LO  A, I, LO  A, I  A, I  A, I, LO  A, I  A, I, LO |
| The successful applicant will be subject to an enhanced DBS check with Barred list checks as appropriate before the appointment is confirmed | | A, I and D |

**ISSUED BY**

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| Focus Learning Trust  Issue date: February 2016 |