

Main tasks and duties of a Secondary Subject Teacher French Language and Literature

Job Scope

The role of a Secondary Subject Teacher is to deliver excellent teaching and learning in the context of the IB MYP Programme (grades 6 to 10) and IB DP Programme (grades 11 and 12). Where the timetable requires it the Secondary Subject Teacher may be required to teach an additional subject of the school's choice. In addition to teaching, the Secondary Subject Teacher may also have the responsibility of a Homeroom class and will share in the wider pastoral and co-curricular life of the school. This will include, for example, participating in local and international school trips, leading at least one extra-curricular activity per week, and providing Boarding House support in terms of supporting a group of students as a Tutor at least once a week, if required. Occasional participation in outreach or promotional activities may be required, but every effort will be made to ensure that this request is reasonable and shared equitably amongst all teaching staff.

Safeguarding Statement

Safeguarding is everybody's responsibility. All staff working at SISD will have some contact with children and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding and child protection policies and procedures to include whistleblowing. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks. Teaching Staff will also be subject to prohibition from teaching and barring checks.

Main Duties and Responsibilities

This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Secondary French Language and Literature Coordinator, upon mutual agreement, to reflect or anticipate changes in the role:

Teaching, Learning and Assessment

- To teach French Language and Literature to suit the individual needs of all students.
- To prepare and implement the French Language and Literature curriculum for students, with the goals of helping students to develop confidence and proficiency in the subject, a love of learning, as well as preparation for success in the IB MYP e-assessments and IB DP examinations.
- To take a Homeroom – a class of students in the same grade where with the support of the Grade Learning Leader together with other Homeroom teachers in the grade will provide a pastoral program that encompasses IB approaches to learning as an example.
- To establish and maintain classroom environments supportive of learning.
- To ensure that the environment, materials, and equipment are safe, clean, attractive, challenging, functional, anti-bias, and developmentally appropriate.
- Maintain constant awareness of the needs of any students to whom English is additional language.
- To plan and organise the curriculum and activities to meet the physical, social, intellectual, and emotional needs of each student and to provide the students with a safe, stimulating, and engaging learning experience.
- To support students to build critical and creative thinking skills through inquiry, observation, and experimentation.
- To prepare written reports for each student, including parent conference reports, and references for tertiary education when applicable.
- To maintain records and documentation of each student's learning and progress in line with the school's assessment policy.
- To provide documentation and to communicate with the Senior Leadership Team, parents, and outside specialists if students need further support or assessment.
- To conduct effective parent conferences including preparing detailed assessments of the student's development and providing relevant examples of the student's learning activities.
- To engage with co-teachers through collaboration and discussion of individual students' needs and daily curriculum planning.

Pastoral and Wider Community

- To use non-contact time during school hours to prepare for upcoming activities, to participate in team meetings and to be available for cover.
- To interact with students using a positive, supportive, respectful and open-minded attitude, language, and tone, and to support and sustain the school's codes of conduct.
- To always remain alert to the safety and well-being of the students, and on any off-site activities.
- To support students' social and emotional growth.

- To recognise that as role models for students, one's own personal conduct and the example of behaviour set must be of the highest standards.

Other Duties

- To attend and participate in staff meetings, departmental meetings, and other meetings as required.
- To maintain regular attendance and punctuality.
- To communicate in a positive, supportive, and professional manner with parents (written and verbal) on an ongoing basis.
- To conduct effective project-related events for families including presentations when required.
- To establish and maintain a positive relationship of cooperation and respect with colleagues.
- To contribute to the development of community among staff by having open and constructive communication and to be proactive in feeding ideas and suggestions for school improvement to the relevant responsible persons.
- To maintain an attitude of continuous personal and professional development and improvement.
- To maintain confidentiality and to model a professional work ethic.
- To represent the broader SISD ethos and values to parents, staff, and community.
- To attend professional development workshops and trainings including, but not limited to, internal training events, and to engage constructively in systems of professional appraisal and development.
- To perform other duties as necessary and as assigned by the Head of Secondary School to ensure programme compliance and quality services to children and parents.
- To be familiar with the SISD Teacher Standards, Employee Handbook and Code(s) of Conduct and to work within the policies set out there.

Key Relationships

Internal - Students, Senior Leadership Team, Deputy Senior Leadership Team, Secondary Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, LSAs, Counsellors, Inclusion Team, Healthcare Team, HSE Team, Marketing & Admissions Team, HR Team

External - Parents, KHDA, IB