

**URSULINE HIGH SCHOOL**  
**FRENCH AND SPANISH TEACHER**  
**JOB DESCRIPTION**

**Post Title:** French and Spanish Teacher

**Grade:** M1 – UPS3 (£29,663 - £48,244)

**Responsible to:** Head of Faculty/Head of Department

**Date:** May 2019

**Key Purpose:** To fulfil the duties outlined in current legislation in line with the school's aims and policies.

**Accountable to:** Head of Faculty/Head of Department

**Accountable for:** The progress of pupils allocated to each lesson

**Key Purpose:** To fulfil the duties outlined in current legislation in line with the school's aims and policies.

**Key Accountabilities**

1. Accountable for the delivery of the specified curriculum

2. Outcomes

**Key Tasks**

- a) To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of pupils.
  - b) To contribute to the effective development of schemes of work.
  - c) To implement relevant school policies in relation to the subject.
  - d) To mark work formatively in order that pupils are able to make progress and reach their target grades.
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- a) To ensure all students and groups of students meet their targets.
  - b) Implementing all school's policies on Teaching and Learning, Assessment etc.

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| 3. Accountable for maintaining a well managed classroom                                   | <ul style="list-style-type: none"> <li>a) To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.</li> <li>b) To maintain firm but clear discipline using school and departmental systems of rewards and sanctions.</li> <li>c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.</li> </ul>               |
| 4. Accountable for keeping records on individual pupils                                   | <ul style="list-style-type: none"> <li>a) To keep a register of attendance at each lesson and to follow up on non-attendance and lateness.</li> <li>b) To set and mark homework in line with the school's policy.</li> <li>c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.</li> </ul> |
| 5. Accountable for having a professional commitment to teaching and their own development | <ul style="list-style-type: none"> <li>a) To attend regularly and punctually.</li> <li>b) To update subject knowledge through appropriate professional development opportunities.</li> <li>c) To take a positive role in performance review.</li> <li>d) To attend school meetings as per the calendar.</li> </ul>  |
| 6. Students Personal Development  | <ul style="list-style-type: none"> <li>a) To contribute to the personal development of students</li> </ul>  |
| 7. Safeguarding   | <ul style="list-style-type: none"> <li>a) To follow the School's Safeguarding Policy and Procedures in order to keep every student safe</li> </ul>  |