



**COLMERS SCHOOL**  
& SIXTH FORM COLLEGE

## **JOB DESCRIPTION**

### **1. JOB TITLE - Teacher of Spanish & French**

### **2. LINE MANAGEMENT - RESPONSIBILITY TO AND FOR**

Required by the School Teachers' Pay and Conditions document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, and to report for the purposes of day to day management to the Subject Leader.

### **3. JOB PURPOSE**

To assist the Subject Leader in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development / improvement plan adopted by the Governing Body.

#### **Leadership**

**To support the Subject Leader.**

To develop your personal expertise within your subject area and make a positive impact on the educational progress of all pupils within your teaching groups and across the school as a whole.

To promote teamwork and ensure effective working relations.

#### **Management**

**To support the Subject Leader.**

To work with members of the department to provide an appropriately broad balanced, relevant and differentiated curriculum for students in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To work to ensure that the development of the subject is in line with national developments.

To implement School Policies and Procedures, e.g. Equal Opportunities, Health & Safety, COSHH, Accommodation Strategy etc.

To participate in the school procedures for lesson observation and performance management in accordance with agreed national and school policy.

To maintain the learning environment as a quality resource for teaching and learning.

To ensure that ICT is fully utilised to enhance both teaching and learning and to perform administrative tasks.

**Monitoring and Evaluation**  
**To support the Subject Leader.**

To raise standards of student attainment and achievement within the whole curriculum area and to support student progress.

To actively monitor student progress.

**Pastoral**

To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

To contribute to Learning For Life and work related learning and other cross curricular themes as necessary according to school policy.

To ensure the Behaviour Management System is implemented in the department so that effective learning can take place.

Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Subject Leader, e.g. TA's, Technicians and Support Staff.

**4. CONDITIONS OF EMPLOYMENT**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Employees will be expected to comply with any reasonable request from a manager to undertake work from a similar level which is not specified in this job description.

Employees are expected to be courteous to colleagues, dress smartly, and provide a welcoming environment to visitors and telephone callers.

**5. SPECIAL CONDITIONS**

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

## 6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job Description issued following consultation:-

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Signature of Headteacher

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Post holder

Date.....