



## **Durston House**

### **Teacher of French – Job Description**

**Job Title:** Teacher of French  
**Line Manager:** Deputy Head

#### **Introduction**

The Teacher of French carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

The Teacher of French supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

The Teacher of French complies with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

#### **Duties as a Teacher of French**

- Teach French to boys from Year 3 to Year 8, up to and including 13-plus Senior School Entrance, Common Entrance and Scholarship as directed by Senior Management
- Be accountable to the Head of French and Senior Management for the planning, teaching and assessing of French in his/her classes
- Devote sufficient time in and out of formal school hours for planning, monitoring, assessment and administration
- Liaise with the Head of Department to develop planning, assessment and to monitor the curriculum
- Follow the French Department Schemes of Work in the planning and delivery of the French Curriculum
- Set and mark homework
- Mark assessments and examinations
- Follow the school's Marking and Presentation Policies
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to school Reporting Policy
- Liaise with parents and other staff where appropriate
- Maintain an ordered, stimulating classroom, displaying pupil work appropriately

### **Duties as a Form Teacher (where appropriate)**

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's achievement and personal development
- Help the form to develop a collective spirit of loyalty, trust and support
- Register the form twice daily
- Disseminate any information or correspondence to pupils
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Read and check the form's school reports and write a general, Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, stimulating Form Room in which the pupils can take pride, as their base
- Prepare a Form Assembly annually (Year 5 only)
- Liaise closely with the Deputy Head, Director of Studies and Head of Complementary Curriculum

### **Other General School Duties**

- Accept responsibility for the welfare and care of pupils, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service and School Concert and school productions, outside normal school hours
- Attend school Outings and Trips as required by Senior Management
- Offer at least one after school extra-curricular activity per term
- Assist with Games (where appropriate)