



SHIPLAKE COLLEGE

HENLEY-ON-THAMES

Job Specification

Post Title: Teacher of Languages (French and Spanish)

Reporting To: Head of Languages

Role Profile

The Teacher of Languages is responsible for:

- Delivering the languages curriculum (with a focus on French) across all key stages to the highest possible standard
- Supporting the stated aims of the College as given in the Staff Handbook and the College Development Plan
- Operating within the context of a boarding/day school
- Carrying out a share of school duties and extra-curricular activities, including games where appropriate

The key tasks of the role involve undertaking the duties detailed below:

Essential Requirements

- A degree in French or closely related subject, with excellent subject knowledge
- An ability to teach GCSE and A Level languages
- Excellent communication skills with pupils, parents and staff
- Ability to teach in line with the examination specification requirements and departmental schemes of work
- Keeping abreast of relevant curricular and educational developments
- Ability to contribute to the development of teaching and learning initiatives across the College
- An enthusiasm and ability to motivate and inspire pupils, together with setting high expectations for all pupils, to deepen their knowledge and understanding and to maximise their potential
- Good ICT skills
- Ensure continuity, progression and cohesiveness in all teaching, using a variety of methods and approaches which differentiate and stimulate to match learning objectives and the range of pupil needs, and ensure equal opportunity for all pupils
- Set and mark prep regularly (in accordance with the College's assessment policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning
- Work with the Learning Support staff to support all pupils
- Positively manage behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their learning
- Support individual pupils and groups of pupils through attendance of such events as recitals, concerts, plays and major co-curricular events
- Attend special school events as reasonably directed by the Headmaster, including whole College and House assemblies
- Undertake academic tutorial responsibilities

Monitoring, Assessment, Recording, Reporting, and Accountability

- Responsible for monitoring pupil progress
- Assessing pupils' work frequently in line with departmental and school policies and use the results to inform future planning, teaching and curricular development
- Be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents
- Monitor unexplained absences or patterns of absence; which should be reported immediately to the academic tutor or House staff

Professional Standards and Development

- Be a role model to pupils through personal presentation, dress and professional conduct
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time
- Cover for absent colleagues as required
- Cooperate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
- Be familiar with the College's and mathematics department's handbooks and support all the College's policies
- Establish effective working relationships with professional colleagues and associate staff
- Strive for personal and professional development through active involvement in the College's appraisal system and performance management procedures
- Liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice
- Consider the needs of all pupils within lessons (and to implement specialist advice) especially groups such as: SEN, Scholars, EAL
- Attend internal and external training days

Any other duties as reasonably requested by your Head of Department or member of the Senior Management Team will also be expected. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Outline Salary and Conditions

- A competitive starting salary in accordance with experience and qualifications. Shiplake College has its own salary structure
- Teachers' pension scheme is available
- Free lunch and supper when on duty
- Free gym membership and use of the College open air swimming pool (summer)
- Childcare vouchers
- Shiplake College complies with standard employment legislation regarding retirement
- Accommodation may be available on site

Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer