**French or Spanish Teacher (Secondary)– Job Description**

About Reigate Grammar School Phnom Penh

Reigate Grammar School Phnom Penh (RGSPP) is a prestigious international school offering a world-class British education. As part of the Reigate Grammar School global family, RGSPP aspires to become a benchmark for educational excellence in Cambodia, fostering academic achievement, innovation, and a nurturing community environment.

Reigate Grammar School UK has a rich 350-year history and is regarded as the leading co-educational day school in the UK, with outstanding academic results and the recent recipient of the UK Independent School of the Year Award by *The Sunday Times*. RGS UK plays a pivotal role in management oversight and governance of the school.

**Key Responsibilities**

• Plan, prepare, and deliver engaging and differentiated lessons in science and other subjects as appropriate.
• Implement effective classroom management strategies to promote an inclusive learning environment.
• Foster creativity, inquiry-based learning, and problem-solving skills among students.
• Adapt teaching methods and resources to accommodate different learning styles and needs.
• Engage with parents and carers to support students’ academic progress and well-being.

**Curriculum Development & Assessment**

• Develop and implement engaging Schemes of Work that align with the British curriculum.
• Use a variety of assessment methods to monitor and evaluate student progress effectively.
• Provide constructive feedback to students, ensuring they understand their learning goals and areas for improvement.
• Stay updated with the latest curriculum developments and best practices in secondary education.

**Professional Development & Staff Support**

• Engage in continuous professional learning to enhance teaching effectiveness.
• Participate in school-wide professional development opportunities, including INSET days and staff training.
• Collaborate with colleagues to share best practices and innovative teaching methods.
• Support new and early-career teachers by providing guidance and mentorship where required.

**Pastoral & Student Well-being**

• Promote student well-being, ensuring all learners feel valued and supported.
• Build strong relationships with students, fostering a positive and respectful learning environment.

• Take a lead co-ordinating with home and school for the pastoral wellbeing of a tutor group.
• Collaborate with pastoral leaders and learning support teams to address individual student needs.
• Ensure all safeguarding procedures and school policies related to student welfare are followed.

**Co-Curricular & Whole School Contribution**

• Lead or support co-curricular clubs, activities, and school initiatives.
• Participate in school events, trips, and enrichment opportunities that enhance student learning.
• Encourage student participation in wider school activities to develop skills beyond the classroom.
• Support whole-school initiatives that promote the values of Discovery, Opportunity, Virtue, and Excellence (DOVE).

**Operational & Administrative Responsibilities**

• Maintain accurate records of student progress, assessments, and lesson plans.
• Ensure effective organisation of classroom resources to support high-quality teaching and learning.
• Follow all school policies and procedures, including safeguarding and health and safety regulations.
• Contribute to departmental planning, meetings, and the development of school-wide initiatives.

**Marketing & Admissions**

• Assist with open days, parent information sessions, and school tours to promote the school’s secondary education provision.
• Communicate effectively with prospective families, showcasing the strengths of the school’s curriculum.
• Contribute to school publications and online platforms to highlight achievements and initiatives in the secondary school.

**Leadership Opportunities**

• A leadership role within the department may be available for candidates with suitable experience.

**All Teachers**

• Teach (or are available for Private Study supervision or cover) a set timetable per week.
• Accept and take on responsibilities within their department as reasonably required, such as assisting with the setting and marking of internal examinations, entrance examinations, and scholarship assessments as required, including the recording of results.
• Develop and share resources and good practice with the rest of their department, contributing to departmental meetings and the development of the online departmental handbook.
• Set and mark work in accordance with school and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils’ attainment and academic progress, writing assessments and reports on pupils as required.
• Attend meetings, such as staff meetings, INSET days, and Parents’ Briefings, and communicate with parents both at planned school events and where otherwise appropriate.