



Job Description: Permanent, Part-time Teacher of Russian

A full-time position may be considered for candidates able to offer teaching in a second language.

This role reports to the Teacher in charge of Russian and the Head of Languages.

Scope of role

As a teacher of Russian the post holder will be an outstanding classroom practitioner with excellent subject knowledge and enthusiasm for the Russian language, literature and culture and be a fluent Russian speaker. They should have knowledge and understanding of effective teaching and learning styles and of monitoring assessment, recording and reporting of pupils' progress.

As a member of the teaching staff the post holder will be expected to involve themselves in school life, and to participate in residential trips where appropriate.

Main responsibilities:

- Undertake the preparation, marking and report writing required to ensure that their pupils achieve the highest possible standards and carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Ensure the safety and good conduct of the pupils, and help to enforce the pupils' Code of Conduct and Dress Code
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by the Assistant Heads punctually, efficiently and in accordance to school practice.
- Attend assemblies, weekly staff briefing, staff meetings, parents' evenings, Founder's Day, the Year 13 Leavers' Ceremony and similar important functions out of school hours; participate in the invigilation or marking of the Saturday Entrance Examination; expected/or available to run and accompany residential trips abroad.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Headmistress.
- Complete a professional development annual review form each year, which they then discuss with their Head of Department and the Headmistress.
- Such other duties as may be reasonably required

Key skills and experience:

Essential

- A good degree in Russian, preferably with PGCE or an education qualification
- Very good subject knowledge.

- Experience of teaching Russian at KS3, GCSE and A level/Pre-U
- Knowledge and understanding of effective teaching and learning styles and of monitoring, assessment, recording and reporting of pupils' progress.
- Ability to use effective strategies to monitor pupils' motivation and morale.
- Awareness of the statutory requirements concerning Equal Opportunities, SEND and Child Protection is needed.
- Good IT skills.
- Empathy and patience are important personal characteristics as well as a committed, well organised and resourceful approach and an ability to meet deadlines.
- The skills to create a happy, challenging and effective learning environment in lessons.
- Ability to develop good personal relationships within a team and establish valuable and useful relationships with parents.
- Enthusiastic and approachable.
- The candidate will be able to promote the school's aims positively.

Desirable

- Experience of teaching Russian at KS3, GCSE and A level or Pre-U, particularly to academically able students, is desirable.
- Familiar with teaching whole classes.

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.