



Job Description

Job Title: French & Spanish Teacher (Maternity Leave)

Responsible to: Acting Head of French

Main Purpose of Job

The main teaching responsibilities would be in years 6, 7 and 8, teaching and enabling pupils to pass the Common Entrance examination at 13+ and preparing some pupils for the Common Academic Scholarship Exam. There will be a need to work closely with other teachers of Senior and Middle School.

Key Responsibilities

Key responsibilities of this role include:

Teaching and Learning

- Teach French and Spanish in the Middle and Senior part of the school. He/she will report to the Acting Head of French.
- Ensure lessons are well planned with clear aims and objectives.
- Take into account differing abilities of students and deliver well-differentiated lessons.
- Encourage pupils to be actively involved in the learning process and in reviewing their own performance.
- Identify and adopt the most effective teaching approaches in French and Spanish and keep abreast of contemporary educational issues.
- Monitor teaching and learning activities in the classroom, take responsibility for a classroom and ensure that it remains a facility conducive to high quality education.
- Identify and teach study skills that will develop pupils' ability to work independently.
- Prepare planning documentation, set out schemes of work and oversee the writing of Medium Term plans as necessary, in keeping with departmental policies.
- Utilise ICT in their teaching and develop cross-curricular links.

Recording and Assessment

- Set targets for raising achievement in French and Spanish
- Continue to develop an understanding of learning needs and the importance of raising achievement among pupils.
- Maintain appropriate class assessment records.
- Report to parents through termly reports and parents evenings.

Standards and Quality Assurance

- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- Take responsibilities for a high standard of display work in the teaching room.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open mornings.
- Uphold the school's behaviour code and uniform rules.
- Participate in INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development programme.
- Attend team and staff meetings.

Other duties and responsibilities

- Be an active member of the Staff Room.
- Share any specific areas of expertise, which would be beneficial towards the development of the school
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend Chapel, Middle, Senior and Whole School staff meetings, Parents' evenings, Open Days and Training days as required by the Headmaster.
- Be in sympathy with the spiritual side of school life.
- Be a form tutor

To perform other duties as appropriate commensurate with the salary and job title as requested by the Director of Studies.

Person Specification:

Criteria	Essential	Desirable	Evidence
Qualifications	Qualified teacher status.	Evidence of continued professional development.	
Experience	Successful teaching in a relevant environment. Knowledge of the working of the school throughout all age groups.	Evidence of managing resources.	
Curriculum			
Learning & Teaching	Awareness of current developments in education and their implications for learners and teachers. Understanding of the process of performance management. Understanding of effective strategies for learning and teaching and evaluation. An interest in how pupils learning can be extended at all levels.	Experience of classroom observations. Experience of monitoring and evaluating the quality of learning and teaching.	
Standards of Achievement	Understand characteristics of high achievement and their evaluation. Understand the target setting process. Understand effective use of data to improve learning.		
Curriculum	Understand the effective planning of the curriculum, including assessment for learning, recording and reporting to parents.	Experience and/or understanding of planning across at least a Key Stage.	
Skills			
Relationships	Ability to establish and maintain good relationships. Commitment to the school's wider community. A desire to share a love of literature.		
Communication /Interpersonal	Ability to communicate effectively verbally and in writing. Resilient under pressure. Able to deal sensitively with people and resolve problems. Positive, enthusiastic and motivated approach. Able to inspire children with love of English and literature.	Experience of managing a team.	

Technology	Competent in the use of IT.	Able to utilise IT in teaching and delivering a subject.	
Behaviours/ Values			
	<p>Commitment to the values and ethos of Great Walstead School.</p> <p>Eagerness to investigate how children learn and in what contexts they learn best.</p> <p>Flexibility and approachable.</p> <p>Enthusiasm and flair to promote the School's artistic activities.</p> <p>A sense of humour.</p> <p>Willingness to take responsibility and to work both alone and as part of a team.</p> <p>Appropriate attitudes to the use of authority and maintaining discipline.</p>		