



Job Description

Job Title: Teacher of Mandarin

Hours of Work: Full Time

Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.

This post has additional planning time and responsibilities include having accountability for leading, managing and developing the subject curriculum area.

Purpose of Post:

To work as a member of the Modern Foreign Languages team, seeking to raise standards through effective curriculum delivery in this area.

Tasks, Duties and Responsibilities:

1. To teach Mandarin throughout the School in KS3 and KS4, with KS5 possibly in the future.
2. To take on a leadership role in developing the Chinese curriculum and to ensure good curriculum delivery through quality teaching and preparation.
3. To set, mark and record homework according to the homework timetable.
4. To monitor and record pupil progress according to the School's assessment policy.
5. To promote Chinese within the school.
6. To ensure there are successful extra-curricular activities at suitable points during the school year.
7. To maintain good order in the classroom including a good learning environment that is litter free and graffiti free.

Tutor/Co-Tutor:

1. To act in accordance with the guidelines given by the Head of Year.
2. To liaise with the Head of Year in implementing the school pastoral policies.
3. To organise the checks and controls that take place during tutor time.
4. To register students accurately.
5. To monitor student Link Books to ensure that homework is being recorded as appropriate.
6. To communicate with parents/carers as appropriate.
7. To attend Year Group meetings as arranged by the Head of Year.
8. To engage with students and foster positive relationships within the tutor group.

Contribution to the whole life of the School:	
<ol style="list-style-type: none"> 1. To attend all necessary meetings, including Parents' Evening and appropriate Working Party meetings. 2. To support the aims and ethos of this School. 3. To adhere to all School policies. 4. To engage actively in the performance appraisal process and undertake professional development as agreed. 5. To work co-operatively as a member of a team. 6. To report any stranger on site. 7. To be a member of one of the pastoral year teams. 8. To fulfil the Terms and Conditions of Service, as laid down in the current "Pay and Conditions of Service for Teachers". 9. To carry out any other duties as reasonably directed by the Headteacher. 	
Line Management:	
<p>The appointed teacher will be line managed by the Head of Department for Modern Foreign Languages and will be responsible for all matters relating to curriculum and learning. As a Form Tutor or Co-Tutor, the appointed person will be line managed by the Head of Year for that particular year group.</p>	
Last Updated:	February 12, 2021