

YATELEY MANOR JOB DESCRIPTION FRENCH TEACHER

Yateley Manor is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Post:	French Teacher
Purpose of Post:	To effectively teach pupils as directed to ensure pupils make good progress commensurate with their abilities.
Status of Post:	This is a permanent appointment, subject to a probationary period of two terms during which suitability for the post will be monitored and performance will be assessed.
Hours:	8.15 am to 5.30 pm Monday to Friday, term time only.
Responsible to:	The Head of Modern Foreign Languages (MFL) and through her to the Academic Deputy and ultimately to the Headmaster.

1. KEY ACCOUNTABILITIES

- 1.1. The post holder will be responsible, under the direction of the Head of MFL, for the effective teaching of French and other languages classes. Successful impact will result in pupils making good progress. Unsuccessful impact may result in parental complaints.

2. TEACHING RESPONSIBILITIES

- 2.1. To teach across the age and ability ranges as directed by the Head of MFL and/or Academic Deputy, expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 2.2. To plan and prepare lessons and resources.
- 2.3. To comply with the School Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 2.4. To make use, as appropriate of the resources of the school, including information technology.
- 2.5. To mark pupils' work, assess their progress regularly and report on the development, progress and attainment of pupils by agreed dates.
- 2.6. To ensure the classroom is clean, attractive and educationally stimulating and to contribute to departmental displays.
- 2.7. To encourage high standards of behaviour within the classroom.
- 2.8. To contribute to the achievement of school development plan and subject development plan goals and targets.
- 2.9. To attend and contribute to year and subject meetings.
- 2.10. To supervise, and so far as practicable, teach any pupils whose teacher is not available to teach them.
- 2.11. To participate in arrangements for preparing pupils for public and internal examinations and in assessing pupils for the purposes of such examinations; and to participate in arrangements for pupils' presentation for and supervision during such examinations.
- 2.12. To go on the week-long annual foreign languages trip and set work for classes remaining in school.
- 2.13. To organise pupil subscriptions to MFL magazines.
- 2.14. To attend Saturday open mornings as part of the MFL team.

3. PASTORAL RESPONSIBILITIES

- 3.1. To support the pastoral work of the school, including promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to him.
- 3.2. To provide guidance and advice to pupils on educational and social matters; making relevant records and reports.
- 3.3. To build a strong, caring relationship with tutees, always approachable, diplomatic and sympathetic. Show that you're interested in them and their lives both inside and outside school.
- 3.4. To plan the introduction of new pupils by welcoming them individually and by encouraging the group to consider how best to help them settle in.
- 3.5. To get to know the details of your pupil's family background, earlier schooling etc by consulting individual files, talking to them and liaising with the previous tutor. Ensure that pastoral records e.g. profiles are kept up to date and passed onto the next tutor.
- 3.6. To establish close contact with the parents of pupils in your class e.g. through e-mail, letter, telephone, be the first point of contact between home and school and be approachable and available.
- 3.7. To monitor and manage attendance and punctuality of all members of the class.
- 3.8. To ensure all pupils understand whole school procedures and are aware of events in the school calendar.
- 3.9. To ensure that your pupils understand the school's behaviour policy and help them consider and develop their own behaviour.
- 3.10. To teach them about their appearance and school clothing- check it regularly and help them maintain a consistently high standard.
- 3.11. To be a Role Model and ensure that pupils contribute to maintaining the atmosphere and ethos that is appropriate for the work of fellow pupils and the staff.
- 3.12. To contribute to year assemblies and other year events
- 3.13. To go on the annual Yr 5 - 8 week-long residential trips.
- 3.14. To send a birthday card to each member of the class over the year.
- 3.15. To create a safe and secure environment in which all pupils in the class can flourish.
- 3.16. To make records of and reports on the personal and social needs of pupils.
- 3.17. To communicate and consult with the parents of pupils.
- 3.18. To communicate and co-operate with persons or bodies outside the school.
- 3.19. To participate in meetings arranged for any of the purposes described above.
- 3.20. To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- 3.21. To run a weekly club session between 4.30 pm and 5.30 pm, the content of which will be negotiated with you.
- 3.22. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are in school and on school activities elsewhere.
- 3.23. To carry out an equitable share of supervising duties in accordance with agreed rosters. All staff are required to supervise pupils during break times or lunch each day.
- 3.24. To participate in appropriate meetings with colleagues and parents, as required.

4. PERSON SPECIFICATION

- 4.1. **Education and training: Essential:** Degree and Qualified Teacher Status.
- 4.2. **Experience: Desirable:** Previous teaching experience.
- 4.3. **Abilities and skills: Essential:** Ability to relate in a friendly but firm way with a wide range of personalities.
- 4.4. **Personality: Desirable:** Outgoing personality. **Essential:** Enjoy working as part of a team. Supportive of colleagues. Patience.
- 4.5. **Physical: Essential:** Good stamina.

5. GENERAL

- 5.1. To participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- 5.2. To adhere to and promote school policies, including those on equal opportunities and race equality.
- 5.3. To comply with school policies and statutory regulations with regard to Health and Safety.
- 5.4. To comply with school policies and procedures with regard to conduct and dress.
- 5.5. To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme.
- 5.6. To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- 5.7. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- 5.8. To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and ordering and allocation of equipment and material.
- 5.9. To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description.
- 5.10. To undertake training appropriate to the role, including attending all Inset days and Tuesday or Thursday after school workshop sessions.

6. REVIEW OF JOB DESCRIPTION

- 6.1. This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster.
- 6.2. This job description will be reviewed at least once each year in the autumn term.
- 6.3. Person Responsible: Headmaster.