

JOB DESCRIPTION

Specific Title: Middle School French Language Teacher

Department:

Reports to: Head of School (HoS) and Head of Department (HoD)

Responsibilities: instruct students in the assigned subject(s); assess, mark, and monitor student work; nurture and respect students; and teach them valuable social, moral, and ethical skills, by modelling high standards of behaviour and attitude; follow, implement, and promote all school policies and procedures.

Job Purpose

To ensure the Health and Safety of students and staff is maintained during all activities, both inside and outside the school;

To ensure that all Child Protection and Safeguarding Children policies and procedures are adhered to at all times and that any suspected or confirmed deviation from these policies are reported according to the provided procedure and to the appropriate official as described in the Child Protection and Safeguarding Children materials;

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Senior Management, HoS, and HoD;

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development, and support students who maintain and improve upon a minimum of expected student outcomes;

To serve as educator, surrogate parent, and carer in order to mould students who are well adjusted and eager to learn.

Planning, Teaching, and Class Management

- ensure that, excepting Modern Languages, English is the language of the classroom (specifically as regards classroom instruction) and of your own interactions with students both in and out of class;
- provide pastoral care and support to students and providing them with a secure environment in which to learn;
- produce thorough and differentiated Schemes of Work (SoW) that meet school/department expectations, take advantage of appropriate cross-curricular opportunities, underscore Fundamental British Values (FBVs), and reinforce age-appropriate PSCHEE concepts and elements;
- plan differentiated lessons according to the subject's curriculum/pacing chart (PC) and that allow for the measurement of outcomes and assessment of student progress;
- mark and scrutinise all student work consistently, fairly, and with student progress and outcomes in mind;
- organise learning materials and resources and make imaginative use of resources;
- developing and producing visual aids and teaching resources;
- use, where appropriate, ICT in the classroom, as provided by the IT Manager and IT HoD;
- assist with the development of students' personal, social, numeracy, and language abilities;
- support the development of students' basic subject skills, including physical coordination, speech, numeracy, and communication;
- motivate and stimulate students' learning abilities, often encouraging learning through experience;
- develop and encourage students' curiosity and knowledge;
- establish and enforce rules for behaviour (see Behaviour Policy) and policies and procedures to maintain order among students;
- assign student rewards and sanctions fairly, consistently, and justly in all cases;
- refer habitual disciplinary issues to HoS and/or Senior Management;
- collaborate with other year-group teachers, other departments, and other schools to support connectivity across all of CSB;

- observe and make use of the experiences of HoD, HoS, Senior Management, and colleagues (see Teacher-for-Teacher Programme);
- attend in-service training both before, during, after the official academic calendar;
- keep up to date and pro-active with changes in the curriculum and developments in best practice.

Skills

For teaching roles, you will need to show evidence of the following:

- a respect and show fondness for all students;
- excellent communication skills;
- good listening skills;
- the capacity to adapt to changes quickly;
- excellent organisational skills;
- the ability to inspire and enthuse students;
- energy, resourcefulness, responsibility, patience, and a caring nature;
- an understanding of the needs, feelings, and opinions of students;
- ability to work independently, as well as being able to work in a team;
- a sense of humour and the ability to keep things in perspective.

Other Duties and Responsibilities

- maintain a forward-thinking, collaborative, and positive attitude toward all aspects of the school and its management;
- attend weekly meetings with HoS and HoD;
- sponsor after school clubs and activities till 4:00PM;
- when asked, serve as Form Tutor;
- participate in and monitor any and all class projects, exhibits, and programmes tied to your subject;
- invigilate exams/quizzes;
- supply cover for absent teachers;
- attend and contribute to school fairs, events, and programmes related to school;
- attend and supervise assigned student trips related to school;
- select, store, order, and inventory classroom equipment, material and supplies (such as: projectors, books, posters);

Compliance with general health and safety principles of prevention of accidents and occupational diseases in accordance with the law.

To this respect each employee has to:

- to acquire and implement the rules and instructions of health and safety protection at work;
- to use correctly technical equipment, hazardous substances and other means of production;
- not to proceed with disconnecting, changing or removing arbitrarily safety devices and technical equipment of buildings, and to use these devices correctly
- to inform the supervisor on any technical malfunction of other situation that constitutes a danger of injury or occupational disease;
- to inform the supervisor as soon as possible on work accidents he suffered or other employees;
- to stop working in case of the appearance of an imminent threat of an accident and to immediately inform his supervisor;
- to cooperate with the employer and / or workers with specific tasks in the field of safety and health at work as long as necessary to perform any tasks or requirements imposed by the competent authority to prevent accidents and occupational diseases;
- to give information on their own initiative or requested by Health and safety Authorities.

Penalties: violating internal rules of individual employment contracts and all addenda: According to law.

Declaration

I have read the above job description and accept the responsibilities and tasks as outlined

Name:

Signature:

Date: