

Samuel Whitbread Community College

Job Description – Teacher of French with Spanish and/or German

Post Title:	Teacher of French and Spanish/German
Purpose:	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher and Tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the College's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.
Reporting to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Principal, Senior Team, ASTs, teaching/support staff, LEA representatives, external agencies and parents.
Working Time:	Full-time
Salary/Grade:	

MAIN (CORE) DUTIES

Operational and Strategic Planning	<ul style="list-style-type: none"> • To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in French and Spanish/German • To contribute to the MFL department's improvement plan and its implementation. • To plan and prepare courses and lessons. • To use data on pupil performance to inform target setting, identify underachieving pupils, implement targeted intervention and monitor the progress. • To support the College's monitoring procedures. • To support the review of teaching strategies and programmes of work. • To attend all department and staff meetings.
Teaching and Learning	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and the College subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for all students that will stimulate learning appropriate to student needs. • To prepare and update subject materials. • To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and College procedures.

Staff Development:	<ul style="list-style-type: none"> • To take part in the College's continued professional development programme by participating in arrangements for further training and development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective and efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school.
Efficient and effective deployment of resources	<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient and effective use of resources. <ul style="list-style-type: none"> • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, the department and the students.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. <ul style="list-style-type: none"> • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place. • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Tutor Group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, and encourage their full attendance to all lessons and registration periods • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To promote ECM. • To alert appropriate staff to problems experienced by students. • To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to Pastoral programme, citizenship and enterprise according to College policy.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the College community, to support its distinctive Engineering Specialism and to encourage staff and students to follow this example. • To promote actively the College's policies and procedures. • To continue personal development as agreed. • To comply with the College's Health and safety policy and undertake risk assessments as appropriate. • To undertake study visits as appropriate. • To play an active role in the recruitment and retention of students at Key Stages 4 and 5. 	