

JOB DESCRIPTION

Job Title:	French Teacher
Reports To:	Head of Modern Foreign Languages
Purpose of Job:	To teach French to pupils from Pre-Prep to Year 8 and ensure that each child reaches their potential in the subject.

Main Duties and Responsibilities

Teaching

The Teacher will:

- Teach children French. French is taught throughout the school.
- Teach children according to their needs, utilising the curriculum and syllabus adopted by the school.
- Acknowledge the different learning styles of various pupils and use a variety of teaching methods to achieve understanding.
- Set targets for progression designed to secure good progress for all pupils.
- Assess children's progress and provide feedback through routine marking and more formal assessment procedures.
- Maintain records of pupils' achievements according to school policy.
- Ensure all required documentation is kept up-to-date and accessible.
- Make good use of ICT in the classroom.
- Plan a balanced, progressive and challenging curriculum, accessible to all pupils.
- Provide evidence of planning to those responsible for monitoring.
- Promote good relationships amongst pupils.
- Required to fulfil boarding duties in line with School policy.

Classroom management and organisation

The Teacher will:

- Provide a well-organised and tidy environment so that, wherever possible, materials and equipment can be accessed by pupils.
- Provide materials and equipment that are in good condition, suitable for the various tasks and respected by the children.
- Use displays of children's work and other materials to promote high standards.
- Take appropriate responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation.
- Attend departmental meetings
- Participate and assist with the residential trips to France.

Communication

The Teacher will:

- Share professional and curriculum matters with other staff, and Subject Heads and Co-ordinators, as and when necessary.
- Maintain professional relationships with colleagues.
- Provide organisational information to children, parents, and other staff to ensure the smooth running of school and occasional events.
- Cooperate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with parents of pupils.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.

General Responsibilities

- To attend staff meetings, liaise and co-operate with colleagues on whole school matters.
- To take a full and active part in the co-curricular programme including after school clubs.
- To attend staff training days and other functions, which may fall outside normal school hours.
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues, when required.
- To attend parents' consultation meetings and liaise with parents informally, as appropriate.
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head of Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – French Teacher

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/ evidence
Education and Qualifications	Good Honours Degree.	QTS/PGCE. Languages Degree.	A / I
Knowledge and skills	Outstanding classroom practitioner.	Fluency in other languages.	A / I
	Experience in schools, to include working with children of ages 5-13 years old.	Knowledge of Latin grammar/language.	A / I
	A good understanding of the subject matter and the latest developments in the teaching of French.	Ability to coach a sport.	A / I
	High degree of computer literacy, especially in Microsoft Office, applications to use for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively.		A / I
	Evidence of a commitment to professional development.		A / I
Experience	Teaching French at KS1 – 3.	Teaching French to EYFS. Teaching another language.	
Personal competencies and qualities	Enthusiastic and positive mindset about learning and teaching. Commitment to maintaining the highest standards in classroom delivery.		A / I

	<p>Ability to communicate succinctly and effectively both orally and in writing, using appropriate language.</p> <p>Friendly and approachable with a can-do mind-set.</p> <p>Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations.</p> <p>Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction.</p>		
Other requirements	<p>Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults.</p> <p>Flexible approach to working hours.</p> <p>Empathy with the ethos, values and aims of St Hugh's.</p> <p>Willingness to be involved in the co-curricular life of the school.</p>		A / I

Reviewed: November 2024