

## JOB DESCRIPTION: SECONDARY SCHOOL TEACHER (FRENCH)

<b>PURPOSE:</b>	To play a major role under the auspices of the Trustees and under the overall direction of the Principal.
<b>RESPONSIBLE TO:</b>	<b>Principal</b>
<b>SALARY/GRADE:</b>	
<b>WORKING TIME:</b>	<b>Full time</b>

### Summary of Responsibilities

#### Job Purpose:

- To be accountable for the standards of teaching and learning and pupil progress.

### MAIN DUTIES

- To deliver the curriculum in accordance with the School's timetable
- To keep up to date with developments in the curriculum and in teaching practice methodology
- To develop the use of ICT to support and enhance teaching and learning
- To exercise professional skills and judgement
- To impact on the educational progress of all pupils in the school
- To work with others to ensure the most appropriate links are made to ensure that the curriculum meets the individual students' needs
- To maintain accurate records of all assessments and feedback of all students

#### Teaching and learning

- Ensure thorough understanding about learning objectives, understand the sequence of teaching and learning in all subjects and communicate this to students.
- Select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
- Analysis of results and assessment data

#### Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and other teachers to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching of the curriculum.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Principal not mentioned in the above.

***The School is committed to safeguarding and promoting the welfare of students, children and young people and expects all employees, volunteers and other third parties to share this***

***commitment. Safer recruitment practice and pre-employment background screening will be undertaken before any appointment is confirmed. All positions are subject to background check clearance and successful employment references.***

***The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding, Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, she/he must report any concerns to the School's Safeguarding Lead or to the Principal accordingly.***

**Other Specific Duties:**

- Any other duties as required by the Principal

**Person Specification – Secondary School Teacher (French)**

**Person Specification**

**A. Qualifications and Experience**

- Qualified Teacher Status (QTS) or equivalent
- Degree, or equivalent, in specialist subject or a related subject
- A proven track record of outstanding teaching
- At least 5 years' teaching experience
- Experience and familiarity with International Education essential
- Must have experience of teaching GCSE and A level
- Experience of teaching IMYC/IGCSE would be an advantage
- Evidence of appropriate in-service training
- Advanced proficiency in English and French is essential

**B. Knowledge, Understanding, Skills and Abilities**

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

**C. Leadership/Personal Qualities**

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn

- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach