

Job Description – Teacher of French

Job Title: Teacher of French

Reporting To: Deputy Principal and Principal.

Salary: This will be based on the Padworth College scale and will depend on qualifications and experience. Teachers are also part of the College's pension scheme.

Hours of Work: The teaching load is up to 24 hours per week (the College day is from 8.30am to 4.45pm, Monday to Friday, with 6 teaching hours per day). This is a Part-Time role, equivalent to 0.2 FTE. Timetabled teaching is from Monday to Friday. In addition, teachers are expected to do one evening per week until 8.15pm, supporting prep and two Sundays per term, from 9.00am to 6.00pm.

Probationary Period: In accordance with College policy, this appointment is subject to a 12 month probationary period.

Medical Fitness: The offer of appointment at Padworth College will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

General Duties and Responsibilities

Teachers are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

- Maintain good order and behaviour, thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- Participate in whole College, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
- Share in statutory duties in accordance with published rotas.
- Take part in scheduled meetings with colleagues and parents in accordance with the College's published calendar.
- Take delegated responsibility for the implementation of the Health and Safety Act in accordance with the College's Health and Safety Policy.
- Ensure children are safe within College.
- Promote online safety with all members of the College community.

Teaching

- Plan and prepare courses and lessons for the classes assigned to her/him, in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant: A Level French.
- Teach appropriately the students assigned to her/him according to their needs. This includes the setting, marking, assessing of class work, homework and other projects and field work etc.

- Keep records of students' attendance, class work and homework.
- Participate in public and internal examination arrangements, as well as other assessment programmes, including profiles and records of achievement.
- Communicate with parents about students' progress in accordance with College and departmental policies.
- Be responsible for the room(s) in which she/he teaches with regard to appearance and display and for resources and equipment as appropriate.
- Share in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
- Adhere to all agreed departmental and whole school policies - e.g., marking, homework, SEND and equal opportunities.
- Undertake additional administrative duties as directed by the Principal/Deputy Principal.

Pastoral

All members of staff are either a tutor or are allocated to a particular cohort of students. Duties of a tutor include:

- Mentor students.
- Keep accurate and up-to-date tutor group registers, following up all lateness and absences in accordance with College procedures.
- Contribute to the monitoring of the achievement of students in the tutor group through the process of academic review.
- Check students' homework diaries regularly.
- Accompany the tutor group to whole College assemblies.
- Summarise and comment on **achievements, effort** and **behaviour**. Discuss reports with students as well as with parents at the parent/tutor meetings.
- Contribute to the development of the PSHEE/SMSC programme and deliver materials produced.
- Liaise with subject teachers, senior staff and outside agencies where appropriate about members of the tutor group.
- Be recognised by all members of the tutor group as a key member of staff from whom to seek advice and support; a teacher who may be relied upon to offer guidance in personal, social and learning matters.
- Adhere to and implement all College policies.
- Carry out a share of supervisory duties to support the boarding team: one evening per week until 8.15pm (prep and duty) and two Sundays per term from 9.00am to 6.00pm, supporting trips or the boarding house.
- Undertake any other duties as directed by the Principal/Deputy Principal.

All College staff are expected to:

- Work towards and support the College's vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's Health and Safety Policy to ensure a safe working environment for all staff, students and visitors.

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues.
- Adhere to College policies.

This Job Description may be amended at any time after consultation with you.

Padworth College is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and completion of a medical form.