

HURLINGHAM SCHOOL



Job Description 2019-2020

Job Title: Part-Time French Teacher

Accountable to: Heads of Sections, Deputy Head and Head

Role: The responsibilities and duties of a Part-Time Teacher are as follows:

Curriculum

1. Prepare lessons and schemes of work, as appropriate, taking into account the needs, interests, experience and existing knowledge of your pupils
2. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
3. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils
4. Provide opportunities for children to use ICT, where appropriate
5. Prepare children's work for displays
6. Take responsibility for discipline when teaching and, jointly with colleagues, maintain a high standard of discipline throughout the School

Monitoring, Assessment, Recording and Reporting

7. Mark pupils' written work promptly, give positive, constructive feedback and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
8. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
9. Meet with parents informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
10. Write reports on each child twice a year, and reports for transfer to other schools if required

Professional Development

11. Keep up to date with current statutory requirements and educational practice through personal study, attendance at INSET and peer observation
12. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning
13. Participate in the annual Professional Development Review
14. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Pastoral Care

15. Liaise with class teachers to ensure you are aware of individual children's pastoral needs
16. Provide a role model for the development of children's social behaviour and attitudes
17. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
18. Implement school policies and guidelines for pastoral care e.g. anti-bullying
19. Build and maintain positive relationships with parents

Other Duties

20. Ensure you keep informed about events, general school organisation and staff discussions by reading the minutes from whole school and key stage staff meetings each week
21. Take part in events that may be during the evenings or, occasionally, at weekends, within reason
22. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head and Deputy Head
23. Have good working knowledge of whole school policies and aims
24. Promote the ethos, good name and reputation of the school at all times

This job description will be reviewed annually and may be subject to amendment at any time by the Head after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signature _____

Date _____

Last revised: February 2020