

Job Description

Job title: Teacher of Modern Foreign Languages (French and German) 0.6 fte

Reports to: Head of Modern Foreign Languages, and ultimately the Headmaster

Responsible for: No posts

Job purpose: To deliver outstanding teaching, learning and attainment in Modern Foreign Languages across all Key Stages (3-5) and to ensure the highest standards of assessment and behaviour for learning are applied in all classes. To teach such pupils and subjects outside the department as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down by the School.

Main duties and responsibilities:

- To teach lessons as directed by the Head of Department, according to the departmental schemes of work, as indicated by the timetable prepared by the Deputy Head; Learning
- To participate in the development of schemes of work and other appropriate syllabus-related materials
- To assist with the setting and marking of internal exams as directed by the Head of Department
- To set and mark homework according to the published homework timetable and in line with departmental policy
- To write reports on pupils according to the report schedule published each term
- To attend all departmental meetings and Common Room meetings
- To attend evening parents' meetings for year groups that they teach
- To be attached to a House. This involves taking morning registration every day, Monday to Friday, and assuming tutorial responsibility for a group of pupils within the house, as directed by the Housemaster or Housemistress
- To attend and support exchange trips and visits abroad
- To carry out regular school duties, as detailed in the published duty rota
- To attend one Saturday Detention Supervision (half-day) each year
- To set high standards of dress, attendance and punctuality
- To participate in the extra-curricular programme of the school
- To be available to take extra lessons to cover for absent colleagues as indicated by the published 'Locum Tenens' rota
- To take part in the school staff appraisal scheme, and to keep up with the professional developments within teaching
- To perform other duties as agreed with the Headmaster

General responsibilities

- Ensures 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.
- Attends Royal Russell Day and Open Day.
- Displays correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils, and visitors.
- Carries out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

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.

Person Specification - Teacher of Modern Foreign Languages

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	<ul style="list-style-type: none"> • PGCE with QTS • A good honours degree in a relevant subject • A commitment to continuing professional development 		<p>A</p> <p>A</p> <p>A</p>
Knowledge and skills	<ul style="list-style-type: none"> • A good understanding of the subject matter and the latest developments in the teaching of languages • Convey enthusiasm, energy and passion for the subjects to inspire students to develop a love of learning • Have knowledge of innovative teaching strategies that will raise attainment and instill a passion for the subject 		<p>A/I/L</p> <p>I/L</p> <p>I/L</p>
Experience	<ul style="list-style-type: none"> • Experience of teaching French and German across Key Stage 3, 4 and 5 • Excellent practitioner and advocate of modern teaching and learning methods 	<ul style="list-style-type: none"> • Previous experience within the independent sector 	<p>A</p> <p>A/L</p>
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to lead and inspire students from a diverse range of backgrounds • Good communication and presentation skills • Strong organisational skills • Excellent ICT skills in Microsoft Office Packages • Excellent standard of written English • An understanding of child protection and safeguarding • A willingness to participate in the wider co-curricular life of the school • Demonstrates the compassion and academic overview to be a successful House Tutor • An empathy and enthusiasm for the Christian ethos of the school 		<p>I/L</p> <p>A/I/L</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • An enthusiastic and positive attitude about learning and teaching • Ability to build good relationships with parents and colleagues • Pro-active, making suggestions for improvement and change • Demonstrates an understanding of the independent education sector 		A/I A/I A/I A/I
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Empathy with the ethos and aims of Royal Russell School 		

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