

JOB DESCRIPTION TEACHER OF FRENCH AND SPANISH

Teachers at Aldenham Prep School must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. The Teacher of French and Spanish in the Prep School will teach French and Spanish throughout the school and be responsible to the Headmistress.

The Teacher of French and Spanish as lead in this department will identify needs in their own subject and will recognise that these must be considered in relation to the overall needs of the School. It is important that the Teacher of French and Spanish understands how their subject contributes to school priorities and to the overall education and achievement of all pupils.

The specific responsibilities as Curriculum Coordinator include the following:

- have an excellent, passionate and enthusiastic approach to the teaching of French and Spanish;
- scrutinise children's French and Spanish work through the regular 3 book reviews;
- have knowledge and understanding of the relevant aspects of the pupils' National Curriculum requirements and of progression in the learning of French and Spanish;
- teach high quality lessons from Nursery to Year 6 so that learning objectives are met, momentum and challenge are maintained, and best use is made of teaching time;
- plan lesson and sequences of lessons to meet pupils' learning needs, including effective differentiation, thereby ensuring that pupils can achieve commensurate with their ability;
- ensure all pupils receive stretch and challenge, particularly the most able;
- design and adapt long, medium and short-term plans for the French and Spanish schemes of work;
- ensure all departmental documentation, including the Development Plan is up to date;
- be responsible for trips, visits, themed days and residential trips to France and/or Spain and their development; and
- develop and manage language resources and finances.

General requirements of a teacher at Aldenham Prep School

Have Knowledge and Understanding

- a) of the benefits of creative and cross-curricular teaching; and
- b) of how to engage and motivate pupils, as well as how to inspire trust and confidence.

Planning, Teaching and Class Management

- a) Secure a high standard of pupil behaviour in the classroom, through establishing appropriate rules and high expectations of discipline which pupils respect. Use a range of appropriate strategies for teaching and classroom management.
- b) Identify pupils who may have learning difficulties and know where to get help to give positive and targeted support.

Monitoring and Assessment

- a) Formatively assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- b) Mark and monitor pupils' class work providing constructive oral and written feedback, to enable progress in their achievements and set targets for future progress, in line with school policy.

Pupil Achievement

- a) Teach to an excellent standard so that pupils achieve well relative to their prior attainment.
- b) Use marks or grades in school-based assessments and samples of work in portfolios to demonstrate this achievement.

Managing resources

Select and make good use of electronic and other resources which enable teaching objectives to be met.

Relations with parents and wider community

- a) Liaise effectively with pupils' parents through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour, and progress.
- b) Understand the need to liaise with other agencies responsible for pupils' welfare where and when necessary.

Managing own performance and development

- a) Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the teaching of French and Spanish.
- b) Understand their professional responsibilities in relation to school policies and practices.
- c) Set a good example to the pupils through presentation and personal conduct.
- d) Evaluate teaching critically and use this to improve effectiveness.
- e) Participate in the school's Performance Management programme.

Managing and developing staff and other adults

- a) Establish effective working relationships with all colleagues.
- b) Direct and line-manage teaching assistants and other relevant support staff effectively.

Wider Professional Effectiveness.

- a) Contribute to the co-curricular life of the school.
- b) Make an active contribution to the life and aspirations of the school.

Other Responsibilities

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club per week. Teachers are required to attend Staff Meetings and Briefings, INSET Days, Parents' Evenings and Meetings, Open Days, School Fetes and Visitation Day. Teachers will also be prepared to attend other such meetings, functions, and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive, and this job description is subject to review and modification as necessary. The Teacher is also required to carry out other reasonable duties as are from, time to time, necessary.