



# Saint Nicholas School

Old Harlow Essex



## **JOB DESCRIPTION – TEACHER OF LOWER SCHOOL LANGUAGES**

### **CORE PURPOSE OF POST**

- To teach and promote musicality and the music curriculum to Lower school pupils, fostering a love of languages in all pupils.
- To teach languages (French preferred) to Lower school pupil fostering a love of language and communication to all pupils

To support the school in the delivery of the languages curriculum to lower school, working with colleagues and department leads to create an inspiring and enjoyable experience for all pupils.

### **STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

#### **VISION**

- Demonstrate a commitment to a shared vision for the school.

#### **ETHOS**

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.

#### **STRATEGIC PLANNING**

- Contribute to the development of languages teaching area in conjunction with the Headmaster.

### **TEACHING AND LEARNING**

#### **Curriculum**

- Possess a high level of subject knowledge.
- Plan and deliver the teaching programme for all pupils within the class.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the School's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection Policies.

#### **Monitoring, assessment, recording, reporting and accountability**

- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the School's current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework weekly, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

#### **Standards and expectations**

- Ensure effective teaching of whole classes groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Participate in the School's appraisal cycle and have a commitment to your own professional development

#### **Monitoring and evaluation**

- Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.
- Evaluate your own teaching critically to improve effectiveness.



### **Manage resources**

- Be responsible for the resources in your teaching area.

### **Manage accommodation**

- Ensure a stimulating but safe working environment in which risks are regularly assessed

### **Accountability**

- Effective communication
- Provide reports on individual progress to the parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post

## **SAFEGUARDING AND CHILD PROTECTION**

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

## **PROFESSIONAL DEVELOPMENT AND APPRAISAL**

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.

## **EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

### **Manage accommodation**

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Deploy resources delegated to you.
- Promote an attractive environment that stimulates learning and enhances the appearance of the school.
- Encourage high quality display in classrooms and corridors in regard to you designate curriculum area.

### **Health & safety**

- Ensure a stimulating but safe working environment in which risks are regularly assessed.

### **Resources**

- Establish resource and staff requirements in relation to your designated curriculum area.
- Ensure the effective and efficient management of learning resources.
- Ensure a stimulating but safe working environment in which risks are regularly assessed.

### **Budget**

- Set appropriate priorities for expenditure on training, allocate resources and ensure effective administration and control within your subject/area working with your Head of Department / Director of Learning as appropriate

## **ACCOUNTABILITY**

### **Effective communication**

- Communicate effectively with pupils, parents and carers, responding to parental concerns on teaching and learning in relation to the teaching of Languages
- Provide reports on individual progress to the Assistant Head (Academic), Deputy Head (Academic) and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.



## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## **Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career:

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils and staff.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Be familiar with all the school's health and safety policies and procedures

## **CONTRIBUTION TO SCHOOL LIFE**

### **Extra-curricular activities**

- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity.
- To organise residential activities and trips

### **Pastoral duties**

- Take on the role of form teacher as required.
- Attend weekly assemblies.

### **School events**

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fairs which take place on Saturdays and the school's Fireworks display
- Attend two Saturday Open Mornings
- Attend the school's Speech Day, normally the final Saturday of the Summer Term.