



Ursuline
High School
WIMBLEDON

URSULINE HIGH SCHOOL

FRENCH/SPANISH TEACHER (Key Stage 3, 4 & 5)

JOB DESCRIPTION

Post Title: French Teacher Key Stage 3, 4 & 5 with Spanish Key Stage 3 & 4

Grade: M1 – M6 (£36,745 - £47,666)

Responsible to: Head of Faculty/Head of Department

Date: March 2024

Key Purpose: To fulfil the duties outlined in current legislation in line with the school's aims and policies.

Accountable to: Head of Faculty/Head of Department

Accountable for: The progress of pupils allocated to each lesson

Key Accountabilities

1. Accountable for the delivery of the specified curriculum

2. Outcomes

Key Tasks

- a) To prepare appropriate material in order to deliver the curriculum effectively using a variety of styles and approaches with regard to the individual needs of the pupils.
 - b) To contribute to the effective development of schemes of work.
 - c) To implement relevant school policies in relation to the subject.
 - d) To mark work formatively in order that pupils are able to make progress and reach their target grades.
-
- a) To ensure all students and groups of students meet their targets.
 - b) Implementing all school's policies on Teaching and Learning, Assessment etc

3. Accountable for maintaining a well managed classroom
 - a) To have regard for the safety of pupils in line with the school's Health and Safety Policy and routines.
 - b) To maintain firm but clear discipline using school and departmental systems of rewards and sanctions.
 - c) To ensure that the learning environment is stimulating through the display of pupils' work and other appropriate materials.
4. Accountable for keeping records individual pupils
 - a) To keep a register of attendance on each lesson and to follow up on non-attendance and lateness.
 - b) To set and mark homework in line with the school's policy.
 - c) To contribute to the school's assessment policy through the completion of reports, regular marking, attendance at Parent's Evenings, Academic Review Days and any other report as necessary.
5. Accountable for having a professional commitment to teaching and their own development
 - a) To attend regularly and punctually.
 - b) To update subject knowledge through appropriate professional development opportunities.
 - c) To take a positive role in performance review.
 - d) To attend school meetings as per the calendar.
6. Wellbeing of students
 - a) To actively support and promote the Pastoral wellbeing of students
 - b) To implement the schools safeguarding and Child Protection Policy and Positive Mental Health Policy.
7. Accountable for personal development of Form class
 - a) To actively monitor and encourage the personal development of students in Form Classes using Serviam Passport and Enrichment Log.
 - b) To effectively deliver the schools PSHEC

8. Students Personal Development

To contribute to the personal development of students.

9. Safeguarding

To follow the School's Safeguarding Policy and Procedures in order to keep every student safe.