

# Salendine Nook High School

## ACADEMY



### Part Time Teacher of French with Spanish Job Description

January 2021

New Hey Road Huddersfield  
West Yorkshire HD34GN  
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#### 1. Introduction

Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

Raise standards of student attainment and achievement within Languages and monitor and support student progress. Reporting to: Director of Languages

#### 2. Teaching responsibilities

- To teach French to groups of students from all abilities across years 7 – 11.
- To teach Spanish to groups of all abilities across KS3
- To ensure that all lessons are planned with clear learning intentions.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend scheduled meetings in the Languages department and school.
- To work with colleagues in the Languages department to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of SNHS.
- To ensure that all work in the Languages department reflects the distinctive ethos of SNHS.
- To help develop Languages resources for the school VLE.
- To participate in Languages events such as trips and primary liaison.

*Aspiration, Unity, Achievement*

Principal: Mr D. Christian, MA (Ed), BSc (Hons)



### **3. Staffing**

- To continue own personal development in accordance with the school's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.
- To set appropriate work for classes within Languages during any periods of planned absence and make sure that the work is thoroughly reviewed on return.
- To promote teamwork within the Languages department.
- To participate in the school's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Principal.
- To enforce the school's behaviour and uniform policies on a daily basis.

### **4. Management Information**

- To ensure the maintenance of accurate and up-to-date information on all classes taught.
- To make use of analysis and evaluation of student data.
- To identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the department on assessment data, including examination data.

### **5. Communication**

- To ensure effective communication and consultation with parents and carers of students.
- To liaise with other schools, higher education, industry, local community groups etc. as appropriate.

### **6. Pastoral responsibilities**

- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor and support the overall progress and development of students within your Tutor Group.
- To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of the PSHCE programme in tutor time.

### **7. School ethos**

- To play a full part in the life of the school; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the school's policies at all times.
- Comply with the school's Health and Safety Policy / Safeguarding Policy at all times.