

## **Grangetown Primary School**

### **JOB DESCRIPTION: FRENCH TEACHER (MPS / UPS)**



#### **Overall Objectives of the Post:**

- To carry out the duties of a school teacher as set out in the School Teacher's Pay and Conditions Document, as expressed in the Teacher Standards, and in line with the expectations of the school.
- To teach French throughout the school.
- To deliver the French curriculum and other aspects of the job in line with the school's agreed policies.
- To be able to plan, deliver, monitor and evaluate pupil learning and progress in French.
- To support the ethos, values and aims of the school.
- To work effectively as part of a team and to contribute positively to working relationships within the school.
- To have high expectations of themselves and pupils and to act as a role model to pupils.

#### **Particular Duties**

To be responsible for the co-ordination and teaching of French across the school in particular:

- Producing weekly plans for the teaching of French
- Producing (over time) a scheme of work for the teaching and learning of French
- Ensuring continuity and progression in French from year to year
- Assessing pupils in French
- Managing resources for French
- Organising an annual whole school French Day, to celebrate French language and culture.

#### **Summary of Key Duties and Responsibilities:**

1. To behave in a positive and professional manner towards children, colleagues and parents at all times.
2. To take part in the school's Appraisal Programme to support personal and school development.
3. To be responsible for a class group of children whilst teaching a French lesson
4. To ensure planning, assessment, record keeping and reporting is in line with school policy reflecting high expectations and broad learning opportunities to optimise the achievement of the pupils.

5. To ensure the classroom is prepared and resourced for an active programme of learning before the start of each lesson.
6. Establishing high standards of pupil behaviour and good relationships with & between pupils
7. Maintaining all of the school's expectations and procedures with regard to Safeguarding
8. Taking all appropriate steps to maintain a safe environment, including carrying out risk assessments where appropriate (e.g. for educational visits).
9. To ensure pupils' work is marked in line with the school marking policy.
10. To be responsible for management of a Teaching Assistant in each lesson, where appropriate
11. To use statutory non-contact time for the planning, preparation and assessment of pupils' learning.
12. To attend meetings as required, within directed hours.
13. To contribute to producing and implementing all school policies, as appropriate to the role
14. To support good communication with parents, to promote French and to contribute to maintaining a positive link between home and school.
15. To give reasonable notice of sickness or other absence and provide information where possible to secure the well-being of the children and continuity in their education.
16. To uphold our Equal Opportunities policy in all aspects of school life.

The Governing Body, and Sunderland City Council are committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo a DBS check. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care for their own and others' health and safety.

***The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.***

L McAnaney  
Headteacher  
May 2017