



## Diss High School - Job Description

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| <b>Post title</b>                                 | <b>Teacher of Spanish and French</b>  |
| <b>Attainment accountability for public exams</b> | GCSE  |
| <b>Purpose</b>                                    | To be accountable for student progress and development within the subject area.   |
| <b>Reporting to</b>                               | Head of Department  |
| <b>Responsible for</b>                            | Planning and delivering agreed schemes of work  |
| <b>Liaising with</b>                              | Head/SLT, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.  |
| <b>Working time</b>                               | 195 days  |
| <b>Salary/Grade</b>                               | MPS   |
| <b>Disclosure level</b>                           | Enhanced  |
| <b><u>Main (core) duties</u></b>                  |   |
| <b>Operational/<br/>Strategic planning</b>        | <ul style="list-style-type: none"><li>• To actively monitor and follow up student progress.</li><li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li><li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li><li>• To foster the application of ICT teaching and learning in the department.</li><li>• To ensure that Health and Safety policies and practices, including Risk Assessments, are adhered to in practical lessons.</li><li>•</li></ul> |
| <b>Curriculum provision</b>                       | <ul style="list-style-type: none"><li>• To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li><li>• To be accountable for the development and delivery of subject teaching</li><li>•</li></ul>   |
| <b>Curriculum development</b>                     | <ul style="list-style-type: none"><li>• To contribute to curriculum development for the whole department.</li><li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li><li>• To actively monitor and respond to curriculum development and</li></ul>  |

initiatives at national, regional and local levels.

- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of subject teaching is in line with national developments.

#### **Staff development**

- To participate in the school's Performance Management process.
- To make appropriate arrangements for classes when absent, ensuring appropriate cover within the department liaising with the Cover Supervisor.

#### **Recruitment/ deployment of staff**

- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.

#### **Quality assurance**

- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.

#### **Database information**

- To ensure the maintenance of accurate and up-to-date information concerning pupils on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.

#### **Communications**

- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as required.

#### **Marketing and liaison**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

#### **Management of resources**

- To manage the available resources of space, technicians, and equipment efficiently within the limits, guidelines and procedures laid down.

#### **Pastoral system**

- To monitor and support the overall progress and development of students.
- To monitor student attendance together with students' progress and

performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHEE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

#### **Teaching**

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- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

#### **Additional duties**

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- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

#### **Other specific duties**

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- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date : January 2018