

## **JOB DESCRIPTION**

### ***Teacher of French***

**Nature of the post:** This is a full-time post which will involve an unusual degree of autonomy. As the only French teacher, you will have sole charge of planning and delivering lessons in French throughout the school.

**Responsible to:** The Deputy Head Academic and the Head

#### **Context**

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for pupils in the centre of North Oxford. Pupils take GCSE, IGSCE, A Levels, and the EPQ qualifications. Public examination invigilation is undertaken by external invigilators. All teachers are expected to take part in school duties as required in a boarding school. They are also usually required to play a part in the form teacher and progress tutor teams.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, the ability to inspire pupils and a co-operative and supportive attitude to colleagues.

#### **Person Specification:**

The teacher of French will

- have an Honours degree in a subject related to this post  
have a BEd, Dip Ed, PGCE or QTS
- have teaching experience in a secondary school or be a well-qualified QTS teacher
- have experience of working in a team and on your own
- be familiar with requirements such as record keeping, report writing, parents' evenings, lesson planning etc.

#### **Personal Qualities required:**

The teacher of French will be expected to be

- a good team player
- have a good work ethic
- be respectful of and to acknowledge the Christian ethos and heritage of the school
- be committed to the academic and pastoral ethos of the school
- be committed to upholding all Health and Safety regulations in force
- be committed to promoting Wychwood School positively by attendance at Open Mornings and Evenings and supporting whole-school, extra-curricular and outreach events

#### **Skills and attributes:**

The teacher of French should

- be rigorous and professional in their approach
- abide by the Wychwood staff code of conduct which may be revised from time to time
- be able to relate well to the pupils

- be able to relate to colleagues, both as part of a team and in areas of training and responsibility
- be able to manage time well so that pressure points such as report writing or exams are managed effectively
- be prepared to take advice and to try out new things, and also be able to question
- enjoy the subject and your work
- understand and act upon the need for constant, accurate communication between staff in school, the SENDCo, the EAL department and to parents so that the pupils receive the highest quality, targeted support where necessary
- demonstrate and instil enthusiasm and interest.

### **Professional Responsibilities:**

- To attend INSET and other training courses as required e.g. preparation for inspections and personal professional development
- To attend staff meetings and read the minutes
- To carry out staff duties such as taking prep and weekend duties
- To attend parents' meetings for those pupils taught and those meetings where information is required by parents for the next stage of education
- To supply the examinations officer and post-results examinations officer with all relevant and accurate data to allow public examination and coursework administration pre- and post-results to be carried out effectively and efficiently
- To prepare and support pupils applying for Further Education
- To share cover for absent colleagues
- To be part of the progress tutor and form teacher teams as require
- To observe all Health and Safety requirements in order to maintain a safe environment
- Be prepared to share in the First Aid cover for the school after appropriate training
- To manage the French budget and be responsible for ordering, storing, managing and distributing the subject's resources
- To take responsibility for keeping and recording detailed accounts, communicating these accounts to the bursary and the recording and communication of all billing information to the bursary
- To be involved in the extra-curricular life of the school
- To contribute to the Outreach programme
- To maintain close involvement with the life of the school
- To ensure appropriate standards of behaviour of the pupils in their care at all times
- To undertake any other task reasonably requested by the Head

### **Academic Responsibilities:**

- To promote a love and appreciation of French as an academic discipline
- To ensure pupils have an appreciation of the value and wonder inherent in French and French culture
- To explain how French can contribute to possible career paths
- To plan, teach, assess and evaluate lessons in French in accordance with the requirements of the appropriate specifications
- To produce, maintain and update schemes of work appropriate to each year group and Key Stage
- To select and use appropriate and varied resources, equipment and techniques.
- To set and mark regular written assignments to keep detailed mark sheets and pupil records
- To ensure thorough assessment of students' progress including the marking of preparation constructively, the giving of positive and supportive feedback and the setting and marking of regular tests and examinations

- To draw up schemes of work, evaluating and amending them in the light of experience
- To produce written course information where it is required
- To encourage pupils to monitor their own progress, whether by individual tutorials or written self-assessment
- To ensure that school assessments and examinations are reviewed after each examination session to help pupils identify and eradicate errors in knowledge, practice or examination technique
- To promote active and independent learning by methods specific to the pupil in question
- To model and encourage the use of a variety of study skills, revision techniques and learning approaches to maximise a pupil's performance
- To apply the recommendations of IEPs
- To maintain up-to-date knowledge of developments in education especially in French
- To report termly to parents in writing, completing them by the published deadlines
- To produce written reports for staff on progress on a timely and termly basis
- To mark and comment on entry papers in a timely and professional manner where appropriate
- To organise and lead field trips to fulfil public examination requirements and in other year groups to promote interest in French
- To organise and lead pupils' educational visits or attendance at conferences where appropriate
- To liaise with other teachers and progress tutors about the pupils' progress