



## The Priory School, Shrewsbury

### Job Description – French & Spanish Teacher 0.4 FTE

#### Principal Responsibilities

- To contribute to the teaching of French and Spanish throughout the School as deployed by the Head of Department and at times allocated in the timetable.
- To contribute with the Head of Department and other staff in the development of appropriate programmes, materials and schemes of work.
- To attend and participate in staff and departmental meetings.
- To participate in the Performance Management Programme

#### Specific Responsibilities

We recognise that all teachers have a professional responsibility within the school and will have to meet the requirements of the School Teachers' Pay and Conditions of Employment. All teachers should have obtained and seek to maintain qualified teacher status. The responsibilities of the classroom teacher can be summarised as follows:

##### Teaching

Planning and preparing courses and lessons appropriate to student need. Marking, assessing, recording and reporting on the development, progress and attainment of students within the guidelines set out by the school.

##### Other activities

Promoting the general progress and well-being of individual students.

Monitoring academic progress.

Providing guidance and advice to students.

Communicating and consulting with the parents of students.

Participating in meetings arranged to assist in the execution of professional duties.

##### Performance Management

Participating in the School Performance Management process.

##### Review: Further Training and Development

Reviewing from time to time methods of teaching and programmes of work.

Participating in arrangements for further training and professional development as a teacher.

**Educational Methods**

Advising and co-operating with the Executive Principal and other teachers on preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

Maintaining good order and discipline among the students and safeguarding their health and safety.

**Public Examinations**

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for such examinations.

The allocation of specific duties within the Department will be the responsibility of the Head of Department.

**Achievement Indicators**

**Review**

This job description will be reviewed as and when required and it may be subject to modification or amendment at any time after consultation with the relevant postholders.

Teacher's signature .....

Executive Principal's signature .....

Date .....