



JOB TITLE	Teacher – French
DEPARTMENT	Pre Prep & EYFS
REPORTS TO	Head of French and Head of Pre Prep
LINE MANAGES	N/A

JOB SUMMARY:

Motivate children to achieve and excel in a secure environment which promotes independent learning and personal development; set high expectations and have the pastoral care and academic progress of each child as their first priority.
 Support the ethos and aims of the school as defined by the Mission Statement, the School Improvement Plan and the Teaching and Learning Policy; support all initiatives, policies and procedures decided by the staff, the Senior Management Team and the Governing Body

Pre Prep School Teacher: Job Outline

Teaching and Learning

- Plan for pace, progression and differentiation within lessons and across a series of lessons, according to individual children’s needs and abilities; employ constructive and effective behaviour management strategies which promote independence and self-control, using the school’s rewards and sanctions strategies.
- Support individual children’s needs and talents through the provision of learning support and extension, in accordance with the school’s Additional Learning Framework.
- Deploy resources and teaching assistants to best effect; use ICT in lessons and in planning regularly; provide an attractive, well-organised and clearly structured learning environment.
- Mark and assess in line with the school’s expectations and procedures; subject data to statistical analysis in order to inform planning and objectives for individual children and for curriculum development.

Wider Professional Effectiveness

- Record and report each child’s progress according to the school’s frameworks, including ISAMS, the school’s database; provide reports which are intelligible, coherent, consistent and constructive to their audience – colleagues, pupils, and parents or outside stakeholders.
- Maintain an up-to-date knowledge of the subject and curriculum taught and of wider and national strategies, policies and curriculum developments in order to inform planning and practice.
- Establish positive relationships with parents and carers through formal and informal meetings and other contacts, such as emails and notes in planners, always with the best interests of the child at heart; actively support the St Aubyn’s School Society (SASS).
- Plan and communicate effectively with colleagues and the wider school, making full use of emails, the Week Ahead Sheet, the termly calendar, website and the school’s network.
- Fulfil rota duties, such as break duty; provide cover for staff according to the school’s cover arrangements and as the need arises; actively support the school’s extra-curricular programme.



- Be proactive and provide evidence with regard to their own continuing professional development (CPD) and performance management; reflect continuously on their own performance in order to improve; contribute to staff meetings as part of professional development; support curriculum planning and staff mentoring and coaching as a team member; promote and share best practice at all times.
- Display high levels of integrity, personal organisation and inter-personal skills in fulfilling all professional commitments; be in school during the 'school day' (ie when the school is in session) and such other times as are necessary to meet all commitments; be appropriately and professionally dressed at all times; in all contacts with all staff and stakeholders. Maintain a professional manner

SAFEGUARDING:

- Be aware and proactive with regard to the identification of child abuse and neglect, and school and local child protection procedures; be aware and proactive with regard to all health and safety guidance and issues, following all school procedures, such as risk assessments for the workplace and for school outings.
- The post holder will be required to submit a Disclosure and Barring Check (DBS).
- The post holder is responsible for promoting and safeguarding the welfare of all children and young persons they are responsible for, or come into contact with.

ST AUBYN'S POLICY AND PROCEDURES

- The post holder is required to follow and abide by all St Aubyn's policies and procedures actively, including Equal Opportunities, Staff Behaviour, Safer Recruitment, Child Protection and Keeping Children Safe in Education (Part 1) and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If, during the course of time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description, as requested by the Headmaster.

March 2019