

LA PETITE ECOLE BILINGUE

STEWART INTERNATIONAL SCHOOL



OXFORD GARDENS
90, Oxford Gardens London W10

French Teacher Job Description

Issue date | June 2014

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WORKING SCHEDULES

8:20 – 17.00: Monday, Tuesday, Thursday, Friday

8:20 – 12:00 : Wednesday

CLASSES

CP (Year 2) to CM2 (Year 6)

JOB PURPOSE

To carry out professional duties and to have responsibility for an assigned class.
To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.
The French Teacher in charge of his class provides specialised services and support to pupils for the purpose(s) of developing the pupil's ability to effectively perform courses of study in French Curriculum and Language; the French Teacher is responsible for documenting teaching and pupils progress/activities/outcomes; providing methods to support and/or reinforce classroom goals in the home. All actions must be in concert with the English Teacher, objectives and parameters found in general curriculum of the concerned class. The Head of British Curriculum is the identified support in building the common curriculum.

LINE MANAGER

The Head of Administration

REQUIRED

Certificat d'Aptitude au Professorat des Ecoles (C.A.P.A.)

MAIN DUTIES AND RESPONSABILITIES

1 Teaching

- Planning and preparing courses and lessons (Education Nationale's Methods and Programmes)
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils

2 Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;
- Participating in meetings arranged for any of the purposes described above.

3	Assessments and Reports
	<ul style="list-style-type: none"> • Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.
4	Staff Development/Training/Reviews/Meetings
	<ul style="list-style-type: none"> • Participating, if required, in any scheme of staff development and performance review. • Reviewing from time to time her methods of teaching and programmes of work • Participating in arrangements for her further training and professional development as a teacher • Advising and co-operating with the principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment.
5	Discipline, Health and Safety
	<ul style="list-style-type: none"> • Maintaining good order and discipline among pupils in accordance with the policies and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. • Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school.
6	Cover
	<ul style="list-style-type: none"> • Supervising or teaching any pupils whose teacher is not available.
7	Working Time
	<ul style="list-style-type: none"> • A full-time teacher shall be available for work on 182 days in any year of which not more than 174 days should involve teaching children in classroom situation. Working days details : <ul style="list-style-type: none"> - 174 teaching days - 3 Inset days - 5 days before the back to school • A teacher shall be available to perform such duties at such times. • A teacher may not be required to teach as distinct from supervise children in a classroom situation for more than 38,5 hours in any week. • All teachers shall be required to have a break of at least 45 minutes between the hours of 12 noon and 2.15pm.
8	Pre-employment checks
	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure Check • Satisfactory references
<p>This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.</p>	

