



**Duncombe  
School**

An Independent Preparatory  
School and Nursery

## **Role Profile: Permanent Part-time (0.6 FTE) French Teacher Nursery to KS2**

### **Purpose**

#### **Key Purpose of the Job**

*To deliver high quality teaching with the aim of helping all pupils to develop academically, physically, socially and emotionally in and out of the classroom in every child. In addition, each teacher is expected to support the policies and aims of the School and of Cognita, our governing body.*

### **Key Accountabilities**

#### **Teaching and Learning**

- Planning, preparing and delivering high quality education through courses and lessons; setting and marking work (including examinations) outside of class teaching time; Assessing, recording, tracking, reviewing and reporting on the development, progress and attainment of pupils whilst ensuring that future lesson plans take into account and reflect constant review of each pupil's progress. Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. Accompanying pupils on trips away from the School. Maintaining and monitoring display work in appropriate areas of the School.

#### **Administration and Communication**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the School and the ordering and allocation of equipment and materials; registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. Making records and reports on the personal and social needs of the pupils.

#### **Further Learning and Development**

- Reviewing from time-to-time your methods of teaching and programme of work. Participating in arrangements for your professional development. Participating effectively and efficiently in Performance Management, including teacher appraisal. Advising and co-operating with the Head Teacher and other Teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements. Being aware of developments in ICT and how they may be integrated into your subject.

## Key Accountabilities (Continued)

### Well-being, Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere. Preparing risk assessments for teaching areas and activities such as school trips. Complete compliance training as and when is necessary. Promoting the general progress/wellbeing of any individual group of pupils assigned to you. Providing guidance and advice to pupils on educational and social matters.

### Staff Conduct

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan. Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. Adhere to school and Cognita policies. Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities. Provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.


## Key Stakeholders

**Internal:** All school non/teaching employees, pupils.

**External:** Education establishments, suppliers, parents.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Has achieved a sound academic standard i.e. 2:1 Degree.</li> </ul>	<ul style="list-style-type: none"> <li>Has achieved a sound academic standard i.e. 2:1 Degree in Education or Teaching with NQT or equivalent.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Has excellent communication skills</li> <li>Has effective organisational and planning skills.</li> <li>Is a confident and competent user of ICT.</li> <li>Displays a good understanding of a range of behaviour management strategies.</li> <li>Is willing to work within the organisational procedures and processes and to meet the required standards for the role.</li> </ul>	<ul style="list-style-type: none"> <li>Is resilient and demonstrates ability to work well under pressure.</li> <li>Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs.</li> <li>Ability to teach up to KS2 language teaching.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Has proven ability as an excellent classroom teacher of French.</li> <li>Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>Has proven experience working with parents and colleagues in a positive and constructive manner.</li> <li>Has underpinning knowledge and understanding of the National Curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Has a clear philosophy of primary education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment and high standards.</li> <li>Displays an awareness of the principles of Assessment for Learning and a commitment to effective assessment.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Willingness to full participate fully in the extra-curricular life of our schools.</li> <li>Is committed to meeting the needs of children, whatever their background or ability.</li> <li>Displays warmth, care and sensitivity when dealing with pupils.</li> </ul>	<ul style="list-style-type: none"> <li>A clear passion and commitment to teaching excellence.</li> <li>Is committed to continual personal and professional development. Is reflective and learns from past experiences.</li> </ul>

<b>Name:</b>	Ian Thomas
<b>Job Title:</b>	Business Manager
<b>Signature:</b>	
<b>Date:</b>	Monday 15 <sup>th</sup> March 2021