

MEONCROSS SCHOOL

Teacher of Languages (part time) Job Description

Role	Part time Teacher of Spanish and French
Job Purpose	To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.
Accountable to:	Head of Languages <i>“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”</i>
Responsible for:	
Accountabilities (in addition to those required of a qualified teacher)	<p>1) TEACHING</p> <ul style="list-style-type: none"> a) Planning and preparing courses and lessons. b) Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere. c) Assessing, recording and reporting on the development, progress and attainment of pupils. <p>2) OTHER ACTIVITIES</p> <ul style="list-style-type: none"> a) Promoting the general progress/wellbeing of any individual group of pupils assigned to you. b) Providing guidance and advice to pupils on educational and social matters. c) Making records and reports on the personal and social needs of the pupils. d) Communicating and consulting with the parents of pupils. e) Communicating and co-operating with persons or bodies outside the School. f) Participating in meetings arranged for any of the purposes described above. g) Accompanying pupils on trips away from the School. h) Maintaining and monitoring display work in appropriate areas of the School.

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	<p>3) ASSESSMENTS AND REPORTS</p> <p>a) Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.</p> <p>4) PERFORMANCE MANAGEMENT</p> <p>a) Participating in any arrangements that may be made for Teacher performance management.</p> <p>5) FURTHER LEARNING AND DEVELOPMENT</p> <p>a) Reviewing from time to time your methods of teaching and programme of work.</p> <p>b) Participating in arrangements for your professional development.</p> <p>6) EDUCATIONAL METHODS</p> <p>a) Advising and co-operating with the Headmistress and other Teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.</p> <p>b) Being aware of developments in ICT and how they may be integrated into your subject.</p> <p>7) DISCIPLINE, HEALTH AND SAFETY</p> <p>a) 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.</p> <p>8) STAFF MEETINGS</p> <p>a) Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.</p> <p>b) Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.</p> <p>9. ALL SCHOOL STAFF ARE EXPECTD TO;</p> <ul style="list-style-type: none">• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.• Contribute to the school's programme of extra-curricular activities.• Act as an Academic Mentor and / or Form Tutor.• Support and contribute to the school's responsibility for safeguarding pupils.• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors• Promote equality of opportunity for all pupils and staff, both current and prospective.
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	<ul style="list-style-type: none">• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.• Engage actively in the School's performance management review process.• Adhere to policies as set out in the Staff Handbook and the Cognita Employee Handbook• Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.