

JOB DESCRIPTION

JOB TITLE: FRENCH TEACHER

RESPONSIBLE TO: School Management Team (SMT)

Main purpose of post:

To provide a balanced curriculum and maintain progress of all class members through the relevant subject(s) at a pace suitable to their age and development and using appropriate skills and techniques of differentiation. The curriculum is based on the indications of Rudolf Steiner and modified where appropriate by the Senior Management Team as an indication in our curriculum as published in: *The Educations Tasks and Content of the Steiner Waldorf Curriculum (SWSF Publications)*. In addition, if the subject prepares the pupils for examinations the subject teacher is expected to adhere to the appropriate syllabus in GCSE and A Levels.

Duties:

The subject Teacher:-

- Will be part of a team carrying responsibility for the Lower, Middle and Upper School (as applicable).
- Will be responsible for a group of children or young adults, that is unlikely to exceed 30 in number per class taught, between the ages of 6 and 19 years.
- Will also be responsible for classroom work and, if appointed as a class sponsor, pastoral care.
- Will ensure that appropriate study materials are available in good time and that homework, when given, is marked so that timely feedback to pupils may be provided.
- Shall at all times maintain discipline so that the learning objectives of the class and the provisions of the School's Health and Safety policy are met.
- Shall ensure that Health and Safety is adhered to and risk assessments carried when necessary.
- Shall ensure that good study habits are developed in the class.
- Shall teach in as differentiated way as possible meeting the needs of all pupils.
- Shall work closely with the Learning Support Department in order that the best methods are used for children with a Learning Difference.
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- Shall take part in the appraisal of his/her own work performance and must be prepared to assist in the appraisal and observation of colleagues where required.
- Attend Teachers' meetings as required.
- Cover break-time playground duty as required.
- Liaise with parents on the subject, attending parents evening as appropriate.
- Organise materials for class use and liaise with those responsible for purchase.
- Monitor and keep to agreed budgets.
- Mark and evaluate pupils work and write reports.
- Share responsibility for supervision of all pupils during non-class hours within the school day.
- Cover for absent colleagues.
- Attend meetings in and out of school hours when required.
- Participate in work, study and INSET days.

It is also helpful to attend occasional teachers' conferences, to form a relationship with the children outside the lesson time (for instance, at break time), and to deepen understanding of the young child through study.

This is a broad outline of the duties of the French Teacher. We do ask that our colleagues contribute to the overall functioning of the school.

The post holder is required to operate within School policies, including Equal Opportunities and Health and Safety.

Safeguarding: working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and understand the safeguarding policy and procedures.

The job description is current but liable to variation to reflect or anticipate changes in the requirements of the post.

PERSON SPECIFICATION

Required Knowledge, Skills and Attributes

- A committed individual with a deep interest in and knowledge of the anthroposophical basis of Steiner-Waldorf education and its curriculum, a proven ability to relate to and inspire children, and an ability to communicate and cooperate well with colleagues and parents
- Qualification in teaching and appropriate level qualification in associated subjects (French/languages)
- Proven teaching experience preferably in a Steiner School (not essential)
- A commitment to the safe and caring environment for children
- Strong organisational skills and a strong sense of responsibility
- Exceptional self-motivation and imagination
- An ability to work both as part of a team and independently
- Flexibility and positivity in attitude to work
- Exceptional communication skills, both orally and in writing
- An ability to cope with pressure
- An ability to present all subjects artistically
- A sense of humour.

JOB DETAILS

Location	Rudolf Steiner School King Langley
Salary	£23,771 - £27,220 per annum according to experience, paid monthly in arrears by direct credit transfer.
Hours of Work	Full Time. Core teaching hours from 8.15am to 3.45pm, Monday to Friday, plus meetings and school events outside these hours as required by the Senior Management Team.
Holidays	School holiday dates, less Inset days and any other dates set by the Senior Management Team.
Pension	All employees are entitled to join the school pension scheme. Auto enrolment will be automatic with immediate effect.
Notice	You are required to give one term's notice of termination of employment except in the probation period, when one week's notice applies.
Probation	New entrants to the School are subject to 2 terms probation to assess their suitability, extendable if necessary to 12 months.
Police & medical	All new appointments are subject to satisfactory completion of a medical, DBS check and other vetting necessary. Two references will be required. These will be taken up before interview if candidates are shortlisted.