

Colchester County High School for Girls, Alpha Trust

Department: Languages
Job Title: Teacher of German
Responsible to: Head of Languages

OVERALL RESPONSIBILITY

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS Secondary as set out by the Teacher Standards.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to school policy and Area Child Protection Procedures.
- To support all school policies and procedures.

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage student learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and differentiated approaches to match curricular objectives and the range of student needs.
4. Set and mark homework regularly in accordance with the school policy, to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with EAL/SEN staff and support staff, contribute towards personalised implementation of targeted support to maximise effectiveness within lessons.
6. Support individual learning, including students on the school and subject More Able registers, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
7. Set high expectations for all students.
8. Work within the Assessment for Learning Strategy, using clear and precise learning objectives and defining criteria for success and progress for each lesson.
9. To monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all students to achieve their full potential.
10. Work effectively as a member of the Department team to improve the quality of teaching and learning, by contributing to the Department Improvement Plan and implementing and monitoring change.
11. Implement new initiatives, school, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes.
12. Use positive management of behaviour in an environment of mutual respect that allows the students to feel safe and secure and promotes their self-esteem.
13. Assist in the development of resilience.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of assessment, recording and reporting for the students in their charge.
2. Track student progress, monitoring achievement against set targets and take appropriate action on student outcomes.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures.
5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Contribute to the effective use of subject resources, including evaluation of new materials and equipment.
3. Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time. Please do not leave classes unattended.
3. Be familiar with the School and Department handbooks and support all the school policies and procedures,
4. Establish effective working relationships with professional colleagues and associate staff.
5. Be involved in extra-curricular activities such as making a contribution to after-school clubs, trips and visits, and whole school events including the support of whole school productions.
6. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teacher Standards, and teachers' legal liabilities and responsibilities relating to all current legislation.
7. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
8. Be aware of the role of the Governing Body of the School and support it in performing its duties.
9. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
 - have SEND;
 - are gifted and talented;
 - are not yet fluent in English;
 - are part of a specific demographic group (e.g. Pupil Premium students).

Health and Safety Responsibilities

Control

- Looking after their own safety and the safety of others affected by their work.

Co-operation

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Reporting to the School any changes in personal circumstances which might affect their health and safety in school (i.e. pregnancy, illness etc.)

Competence

- Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All employees are responsible for ensuring that any visitors in their care follow health and safety instructions.
- All employees are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

Continuing Professional Development

1. Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support school development plans.
2. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
3. Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
4. Carry out reflective practice exercises to move classroom practice, teaching and learning forward.
5. Use 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Executive Principal.
6. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
7. Contribute to the professional development of colleagues, especially CTTC students and NQTs.
8. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

The job description of Form Tutor also applies to this role (a copy of which is available on request.)

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION FOR APPLICANTS

We want all staff at Colchester County High School for Girls to:

- relate well to students in all aspects of school life;
- put the needs of the students first and work with them to achieve their full potential;
- be self-motivated and aim for the highest standards in all that they do;
- be dedicated to the success of the students, their teams, the school and themselves;
- have the relevant qualifications to fulfil the requirements of the post;
- have confidence and competence in the use of Information Technology;
- contribute to and be active in the work of their team(s);
- have good communication skills;
- have a sense of humour;
- be positive and co-operative;
- respond constructively to developments within their areas;
- have enthusiasm, energy, resilience and vision;
- have an excellent record of successful teaching;
- have strong organisational and interpersonal skills;
- have strong management and leadership skills where appropriate;
- have a commitment to continuous school improvement;
- have a commitment to personal development and accept advice and coaching;
- demonstrate a positive willingness to be involved in the diversity of school life.