

THE DIXIE GRAMMAR SCHOOL

JOB DESCRIPTION

POST	Teacher of German (with French)
RESPONSIBLE TO	Head of Languages
DIRECT REPORTS	None
CONTRACT TYPE	Permanent & Full-time
SALARY	Commensurate with skills and experience

JOB PURPOSE

To teach in the Languages Department, developing and administering their subject under the leadership of the Head of Department and in line with the School's strategic plans.

Main Duties and Responsibilities

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Teach the allocated classes according to the agreed schemes of work and departmental marking policy.
- Follow policies on assessment, recording and monitoring pupils' progress.
- Follow policies on reporting pupils' attainment and progress, including participating in parents' evenings.
- Play an active pastoral role as a Form Tutor.
- Contribute to the school's enrichment activities as part of a substantial, regular and frequent extra-curricular programme of clubs and/or societies.
- Encourage students' success through the school's da Vinci scheme.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Participate in the school performance development review programme.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Promote high standards of behaviour, effort and attainment in line with school policies.
- Undertake other reasonable duties related to the role required from time to time.

NB:

This job description is current at the date shown but may be changed by the Headmaster following due consultation, to reflect or anticipate changes in the role which may be required. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.