

## Main tasks and duties of a French Language Specialist Teacher Part Time

### Job Scope

The role of the French Language Specialist Teacher is to deliver the language support/acquisition course to improve reading, writing, and speaking skills to students with French as a second language within the IB Primary Years (PYP) framework, offering the best possible linguistic and academic educational experience. He/She is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

### Safeguarding Statement

Safeguarding is everybody's responsibility. All staff working at SISD will have some contact with children and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding and child protection policies and procedures to include whistleblowing. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks. Teaching Staff will also be subject to prohibition from teaching and barring checks.

### Main Duties and Responsibilities

This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Head of Phases 1 & 2, upon mutual agreement, to reflect or anticipate changes in the role:

### Main Tasks

- To be responsible for a positive learning environment and achievement of all students, ensuring equality of opportunity throughout.
- To design, prepare and deliver lessons to suit the individual needs of all students.
- To promote the enjoyment of learning French.
- To nurture meaningful relationships with children and provide the individual attention they need having regard to the ability of the students.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To support a culture of reflective practice.

- To treat all students with respect, building relationships rooted in mutual respect, always observing proper boundaries appropriate to a teacher's professional position.
- To work proactively and effectively in collaboration and partnership with students, co-teachers, specialist teachers, teaching assistants, classroom assistants, other staff, parents/guardians and external agencies in the best interests of students.

#### Teaching:

- Design and deliver engaging French lessons tailored to the individual needs of students.
- Promote a positive and stimulating learning environment that encourages participation.
- Assess student progress and provide constructive feedback to promote growth.
- Collaborate with other teachers to ensure a cohesive learning experience.

#### Communication:

- Maintain open communication with parents regarding student progress.
- Participate in parent-teacher conferences as needed.

#### Professional Development:

- Actively participate in professional development opportunities to stay current with best practices.

#### Behaviour and Safety

- To manage the class effectively in alignment with the school's Positive Behaviour Policy, using approaches which are appropriate to students' needs to inspire, motivate and challenge
- To establish a safe, purposeful and stimulating environment for the well-being of the students, rooted in mutual respect.
- To emphasise the importance of safety and safe methods of working in all areas of the school and the curriculum.

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school

#### Communication

- To communicate accurately and regularly with parents.
- To liaise effectively with parents and offer opportunities for them to engage in their child's learning at home.

- To develop positive channels of communication to ensure the smooth running of the service amongst all educators.
- To attend Parents Evenings as required and to provide accurate, honest information regarding the progress of students.
- To report to parents in the form of written reports twice yearly and when made be additionally required by the Head of Primary.
- To contribute to the newsletters, social media platforms where appropriate.

### Administration

- To register the attendance of and supervise students before, during and at after-school sessions as appropriate.
- To participate in and carry out any administrative and organisational tasks as required.
- To maintains up to date curriculum plans, individual child development profile and other records as needed.

### Professional Development

- To regularly review and evaluate the effectiveness of teaching and assessment procedures and its impact on students' progress, attainment and well-being.
- To be responsible for improving teaching through participating fully in training and development opportunities identified by the school or as a result of appraisal.
- To participate fully in the teacher appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom.
- To submit books, records or planning as required for monitoring by colleagues or management.

### Other

- To have professional regard for the ethos, policies and procedures of the school and maintain high standards in attendance and punctuality.
- To maintain smart and professional standards of appearance.
- To maintain high standards of conduct both in and out of the classroom. To act in a way that conforms to the school's ethos and values.
- To adhere to the teacher standards and expectations set out in the teacher's handbook, employee handbook and the school policies.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

## Key Relationships

**Internal** Students, Primary Leadership Team, Deputy Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, LSAs, Counsellors, Healthcare Team, HSE Team, Marketing & Admissions Team

**External** - Parents, KHDA, IB