



JOB DESCRIPTION

JOB TITLE	Teacher of Mandarin (0.5 One-year contract)
DEPARTMENT/SECTION	Modern Foreign Languages
LINE MANAGER	Head of Mandarin
RESPONSIBLE FOR	The learning and teaching of Mandarin

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

A Teacher of Mandarin (0.5) reports to the Head of Mandarin and will plan and develop engaging lessons which stimulate pupil curiosity and enthusiasm for the language, whilst also enabling pupils to make excellent progress. S/he will demonstrate excellent subject knowledge and be able to communicate this to pupils in an enthusiastic and imaginative way.

KEY DUTIES AND RESPONSIBILITIES:

- Planning and teaching lessons in line with the departmental schemes of work;
- Employing a wide range of effective teaching strategies to ensure pupils make excellent progress, including stimulating pupils' intellectual curiosity, effective questioning, clear presentation and good use of resources;
- Regular assessment of pupils' classwork and homework, providing constructive oral and written feedback;
- Setting clear targets for pupils' learning which build on prior attainment and considering each pupil as an individual;
- Setting appropriate and demanding expectations for pupils' learning and motivation and setting high expectations for pupils' behaviour;

- Participating in departmental discussions of pupil targets and progress and of the development of strategies to meet departmental targets;
- Participating in extra-curricular departmental activities, including participating in and assisting with the organisation of trips.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, and adapt teaching to support the needs of all students.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of

Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management scheme and appraisal.

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FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.