



## JOB DESCRIPTION

### JOB TITLE:

Fixed term position - maternity cover - Qualified Primary English Teacher

### CONTEXT:

- André Malraux School

### SPECIFIC FEATURES OF YOUR POST:

Applicants should have native level English and have qualified teacher status.

### MAIN ROLE:

To deliver high quality, engaging English language and literature lessons to our pupils. You will also be required to teach some PSHE topics and very likely some DNL lessons to our Primary pupils. DNL stands for 'Discipline Non-Linguistique' and refers to units of work from the French Primary Programme that is delivered through the medium of the English language.

### MAIN TASKS:

#### Teaching and Learning

- To instil a love of the English language and a passion for reading in our learners
- To deliver high quality, engaging lessons, which are in line with the Primary English programme and the DNL and PSHE programmes
- To pitch lessons so they are accessible for all abilities. To support the pupils who are in difficulty and to extend the pupils who need more challenge
- To support EAL pupils to access the lesson
- To set homework in accordance with the general expectations of the Primary school
- To ensure pupils exercise books are well-maintained so that pupils feel proud of their work and have a thorough record of their learning
- To mark classwork and homework thoroughly and in a positive, constructive manner (teacher marking, peer marking, marking as a class)

#### Assessment

- To regularly assess pupils on an informal basis during lesson time

- To conduct all formal beginning, mid and end of year assessments as required by the Primary English Department

### **Communication**

- To liaise with the relevant class teachers regarding pupil behaviour and learning
- To write biannual reports to give families a clear understanding on what their child is able to do and to provide next steps
- To take part in the annual parent-teacher meeting day
- To meet families who wish to discuss their child's progress in English or if they have a particular concern
- To contact families to arrange a meeting (in person or online) to express any concerns about a pupil's learning in English

### **Planning and Record-Keeping**

- To submit fortnightly planning at the end of every half term to the Primary English Coordinator
- To send electronically all Excel grids for beginning and end of year assessments to the Primary English Coordinator
- To archive all formal beginning and end of year assessments on the individual pupil profiles

### **Team Work**

- To take part in whole-school or Primary-wide projects
- To collaborate with colleagues in the English team to harmonise work and to put on joint projects
- To contribute any relevant resources to departmental resource banks

### **School life**

- To uphold the School's behaviour policy and to ensure pupils maintain a high standard of behaviour in the classroom and around the school
- To take part in supervising break duties
- To attend staff meetings, relevant Key Stage meetings and at least one Conseil d'Ecole per year
- To participate in meetings to set up or update Individual Education Plans or to submit notes about the pupil's English level if it is not possible to attend.
- To contribute to the attractiveness and life of the school by organising some classroom or corridor displays during the year
- To organise trips, workshops, talks etc that will enhance pupils' learning (within what is feasible in terms of budget)

### **Continued Professional Development**

- To continue to develop professionally by attending courses and team days
- To keep up to date with changes in IT and technology

## **EXPECTED STANDARDS OF SERVICE DELIVERY:**

- To be punctual and reliable
- To notify the Primary English Coordinator as early as possible of any absence. Where possible, to liaise with the supply teacher and to send planning and resources
- To respect and uphold the school's policies
- To report any concerns about a pupil to a member of the management team or to record a concern on the school's Safeguarding platform
- To speak to pupils, other members of staff and parents respectfully and professionally at all times
- To respect that the school is non-religious

**EXPECTED SKILLS / KNOWLEDGE:**

- To have a thorough knowledge of the English Primary Programme and to keep up-to-date with any programme changes made
- Desirable: to have a basic working knowledge of French