



## City and Islington College Job Description and Person Specification

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<b>Post:</b>	Teacher of A-Level French
<b>Contract:</b>	Part Time, Permanent
<b>Hours:</b>	28 hours per week
<b>Reporting to:</b>	Coordinator of Modern Foreign Languages
<b>Grade:</b>	Sixth Form Colleges Main Scale
<b>Salary:</b>	£28,731 - £44, 384 per annum (pro-rata) including London Weighting

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### Key Purpose

To teach A-Level French.

### Main Duties and Responsibilities

In addition to the duties laid down in the Sixth Form College Conditions of Service, the post-holder will:

- Teach Year 12 and Year 13 A-Level French.
- Take part in subject meetings, departmental meetings, parents' evenings, open days and professional development days.
- Take part in student enrichment activities including trips and visits.
- Contribute to curriculum planning and production of shared of resources.
- Liaise with managers and colleagues regarding exam entries, monitoring of student progress, evaluation of results and quality assurance.
- Act as a pastoral tutor to a group of Year 12 or Year 13 students and participate in the college's pastoral and tutorial system.

### Expectations of the Post Holder

- Ensure that the college policy for equality, diversity and inclusion is adhered to and promoted in all aspects of the post-holder's work.



- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be responsible for safeguarding and promoting the welfare of young people.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.
- Comply with and promote College Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.
- All teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (for all teaching and lecturing posts).

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



## Person Specification

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	Appropriate academic qualifications, e.g. French degree.	X	
	PGCE or equivalent.	X	
	Recent experience of teaching French, preferably at A-Level.	X	
	Experience of curriculum planning and assessment of French work, preferably at A-Level.	X	
	Experience of working with 16-19 year olds, with proven success.	X	
<b>Knowledge / Experience</b>	Strong subject knowledge and awareness of curriculum developments in relation to A-Level French.	X	
	An understanding of, and commitment to, the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work.	X	
	An understanding of the curriculum and pastoral needs of the 16-19 age group.	X	
<b>Skills / Abilities</b>	The ability to make the subject interesting and accessible to students of a range of abilities and from a range of backgrounds.	X	
	The ability to teach the content of the French curriculum, including exam topics and set films/texts.	X	
	The ability to teach the skills necessary for students to succeed at A-Level French such as planning and writing exam responses, grammar, and speaking and listening skills.	X	
	The ability to offer students regular and effective feedback on how they can improve.	X	
	The ability to relate to, communicate effectively with, and counsel students, and to track and monitor their progress.	X	
	The ability to communicate and work effectively with staff across the department at all levels.	X	