

Job description and person specification

Job description

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Accountability

The Teacher of Mandarin is ultimately accountable to the Headmaster through the Deputy Head (Academic) but day-to-day accountability will be to the Head of Department.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

Responsibility

Curriculum

- The capability to teach across the age and ability range
- Assessing and recording pupils' progress in accordance with departmental and school policies
- Monitoring the work and progress of pupils, including those with specific learning needs
- Promoting the subject to those within the school and to potential pupils
- Assisting in the preparation of pupils for university applications in related subjects
- Attending and contributing to departmental meetings and initiatives
- Assist in developing an enthusiasm for the subject beyond the curriculum, e.g. visits, talks
- Developing and sharing teaching and learning resources
- Maintaining professional skills through INSET and our Professional Development programme (professional Learning Communities)
- Being proactive in exploring innovative ways of delivering the curriculum
- Producing displays and digital resources to create an attractive learning environment
- Promote the school and department productively at school events, for example Open Morning, Entrance Examination Day, Prize-Giving

Extra-curricular

Contributing to the extra-curricular life of the school through Games, the Activities Programme or other appropriate commitment

Pastoral

Taking part in the pastoral life of the school as a tutor, and contributing to the delivery of the PSHE programme.

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All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.