

TEACHER OF WELSH – Job Description

The following duties shall be deemed to be included in professional duties which a school teacher may be required to perform:

1.
 - a. Planning and preparing courses and lessons. Teaching, according to their educational needs, the pupils assigned to her/him including the setting and marking of work to be carried out by the pupil in school and elsewhere.
 - b. Assessing, recording and reporting on the development, progress and attainment of pupils.
2.
 - a. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
 - b. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
 - c. Making records of and reports on the personal and social needs of pupils.
 - d. Communicating and consulting with the parents of pupils;
 - e. Communicating and co-operation with persons or bodies outside the school;
 - f. Participating in meetings arranged for any of the purposes described above;
3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
4. Participating in any arrangements within an agreed national framework for the appraisal of her/his performance and that of other teachers.
5.
 - a. Reviewing from time to time methods of teaching and programmes of work;
 - b. Participating in arrangements for further training and professional development as a teacher;
6. Advising and co-operating with the Head of Upper School and other senior leaders/teachers on the preparation and development of course of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
7. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

8. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
9. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and participating in arrangements for pupil's presentation for and supervision during such examinations.
10. Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
11.
 - a. Participating in administrative and organisational tasks related to such duties as described above, including management or supervision providing support for the teachers in the school and ordering and allocation of equipment and materials where appropriate;
 - b. Attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions as required by relevant terms and conditions.

PERSON SPECIFICATION

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Professional Knowledge			
1.1 Educated at Degree Level and QTS	E		Application Form
1.2 Very good working knowledge of the use of strategies to enhance learning in the classroom	E		Application Form
1.3 Ability to develop the teaching of Welsh	E		Appointment Process
1.4 Knowledge of the Successful Futures agenda and 11-16 provision	E		Appointment Process
Professional Qualities			
2.1 Excellent classroom teacher	E		Application Form
2.2 Experience of teaching Welsh across the age and ability range	E		Application Form
2.3 Confidence with a wide range of teaching and learning styles	E		Appointment process
2.4 Ability to teach other languages if required	D		Application Form
Skills and Aptitudes			
3.1 Able to plan and organise effectively	E		Application Form

3.2 Well-developed oral and written communication skills	E		Appointment process
3.3 Communicates at a level and in a manner appropriate to the situation	E		Appointment process
3.4 A capacity to contribute to the provision of exciting teaching for all students	E		Appointment process
3.5 Willingness to work across phases	E		Appointment Process