



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Teacher of Mandarin and Chinese Culture
SCHOOL:	All schools within the Trust
GRADE:	Main Professional Grade
RESPONSIBLE TO:	Subject Leader MFL (Duke's Secondary School)

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is to teach Mandarin and Chinese Culture to pupils across the Trust schools to both primary and secondary pupils up to GCSE level. This will require the willingness and ability to travel between school sites and to carry out such associated duties as are reasonably assigned by the Chief Executive Officer

EMPLOYMENT DUTIES:

The job description is to be performed in accordance with the School Teachers' Pay and Conditions Document.

- To plan, teach, mark and assess work in accordance with Trust policies, following work schemes and syllabus content as appropriate.
- To participate in the development of syllabi, teaching materials and work schemes, in line with Trust policies.
- For examination groups, to set and mark homework regularly according to Trust policies.
- To monitor and keep accurate records of individual learner progress.

- To liaise with support teachers, teaching assistants and other staff where appropriate.
- To undertake supervisory duties and cover of lessons as required according to Trust policy and conditions of employment.
- To provide reports to parents and other documentary evidence on learner progress as required.
- To control and oversee the use and storage of books, equipment and other materials provided for class use.
- To teach, according to their educational needs, learners are assigned to the teacher in the allocated classes.
- To be responsible for the good order of learners in lessons, for the appearance of each classroom used, and for the whole school in general, in order to maintain a good ethos and working environment.
- To maintain discipline in accordance with the rules and disciplinary systems of the Trust.
- To be responsible for the accurate daily marking of registers as required.
- To maintain the highest standard of uniform, good appearance and behaviour by the learners.
- To foster good home/school relationships and to participate in consultations with parents, including parent consultation evenings.
- To attend and contribute to Departmental and school meetings as required
- To provide equal opportunities within the Trust and to seek to ensure the implementation of the Trust's equal opportunity policy.
- To safeguard and promote the welfare of children.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.

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<ul style="list-style-type: none"> • Use ICT effectively and with confidence • Manage students attitudes and behaviours • Excellent teaching • Excellent attendance and punctuality 	✓ ✓ ✓ ✓	
Knowledge & Qualifications <ul style="list-style-type: none"> • A Degree or equivalent e.g. native speaker with teaching qualification • Qualified Teacher Status (or working towards) • Prepared themselves for the post through appropriate professional development 	✓ ✓ ✓	
Physical, mental and emotional demands: <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 	✓	
Other: <ul style="list-style-type: none"> • Willingness to participate in training and development • Willingness to use own transport to travel between schools (costs will be reimbursed at standard HMRC rate) 	✓ ✓	