



## French Language (Secondary) Teacher Job Description

**Job Title:** French Language Secondary Teacher and Head of French Department

**Job Summary:** The teacher is responsible to instruct secondary school students and facilitate their learning in accordance with the assigned curriculum and school policies and guidelines. They must be able to guide students in educational activities designed to promote intellectual, social and physical growth and teach the essential skills that will contribute to students' development as educated and responsible adults. This teacher will also be responsible to design and implement a curriculum for French language learning across the school and supervise other teachers of French language within the school.

### **Teaching Responsibilities and Duties:**

- Teaches French Language classes to secondary school students.
- Teaches approved curriculum while creating a classroom and total school environment that is conducive to learning.
- Assists administration in implementing all rules and policies regarding student life and conduct and develops and informs students of reasonable rules concerning classroom procedures and behavior.
- Maintains a safe and orderly classroom environment.
- Employs a variety of instructional techniques, instructional media, and performance assessments which guide the learning process towards academic achievement and curriculum goals.
- Establishes clear objectives for all lessons, units, and projects.
- Assesses the achievement/accomplishments of students in a variety of ways on a regular basis and provides progress reports as required.
- Maintains accurate and complete records of student attendance, achievement, and behavior.

- Recognizes the special needs of students and makes appropriate individualized physical and instructional accommodations within the classroom and seeks assistance as needed.
- Attends staff meetings and school events.

#### **Head of Department Responsibilities and Duties:**

- Determines, develops, organizes and implements a challenging and differentiated curriculum across the grade levels of the school.
- Ensures an effective assessment framework is implemented.
- Motivates and works with others to create and develop a positive, collaborative learning culture.
- Supports, facilitates and monitors teaching and learning in French Language classrooms
- Provide regular coaching and feedback for French teachers in a way which recognises good practice and supports progress toward targets that positively impact student learning.

#### **Qualification and Skills:**

- Bachelor's or Master's degree from an accredited university
- Minimum of 3 years teaching experience (preferred but not required)
- Curriculum development experience/interest
- Successful completion of overseas training requirements

#### **Certificate, Licenses, Registrations:**

- Valid teaching license for secondary level and area of study required.
- Background check

**Reports to:** Director of Secondary

**Start Date:** August 15, 2025

**Hours:** 8:00 a.m. – 4:15 p.m. Monday to Friday