

Primary School French Teacher

(with the possibility of being French Department Leader)

The position is based at the International School of Paris in the 16th arrondissement of Paris. The contract will be full-time for a permanent contract starting on August 18th, 2022.

It is essential for all applicants to hold teaching qualifications and a nationality of one of the European Union countries or valid French working papers. IB experience is a plus.

Interested candidates should send a resume/CV and a letter of application outlining suitability and fit for the position, along with details of three professional referees including email addresses, to jobs@isparis.net by January 3rd, 2022.

Please note that a minimum of one reference from your current or most recent employer is a mandatory requirement.

Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

Primary School Teacher

This job description should be read in conjunction with the teacher's contract. The teachers are the essence of the work of the school. Each teacher is responsible for the education of the students in his/her class(es). In addition, it is the role of each teacher to be sure that all students are safe, secure and properly supervised at all times.

Functions

- To support the ideals and policies of the school and to implement the school's philosophy and objectives.
- To assume responsibility for the education of the students in his/her class(es).
- To develop the content of courses in relation to the school's philosophy, objectives and appropriate IBO recognized programs.
- To assist in ensuring the safety of all children in the school and intervene if conflict should arise between any students.

Responsibilities

- To teach the classes assigned by the Primary Principal.
- To undertake other duties assigned by the Primary Principal.
- To be informed about the aims and curriculum of the area in which he/she teaches.
- In the light of these aims and curricula, to select the lesson content and activities which are appropriate to the needs of each student in his/her



- class(es), in relation to the school's philosophy and objectives. The expectations for the delivery of these are spelled out in the appraisal documents.
- To be aware that the appraisal documents encompass what is expected of teachers in relation to their teaching practices.
 - To maintain records of work covered by his/her class(es).
 - To correct regularly and promptly all assignments completed by students.
 - To keep accurate, complete records of the progress of each student.
 - To inform parents of students' progress by way of report cards and, where necessary, letters or individual meetings.
 - To be available for all parent-teacher conferences.
 - To attend all relevant meetings, including planning meetings.
 - To submit to the Primary Principal copies of all letters sent to parents.
 - To keep him/herself informed, by way of personal files, of all factors relevant to each student.
 - To be familiar with new developments and methods in the teaching of his/her field.
 - To ensure appropriate behavior of students in class and around the school.
 - To keep the administration and Vice Principals informed about student absence, lateness or discipline problems.
 - To maintain inventories of all textbooks and materials issued to students and to ensure the return of these.
 - To care for the classroom(s) in which he/she teaches. To ensure that the room(s) is/are attractively decorated and conducive to learning.

Primary School Department Leader (French)

The French Leader fulfils an important Middle Leadership role. They ensure the implementation of the school's mission through their department. They facilitate the work of their teachers and support the effective organization of the Primary School. They are responsible for developing a dynamic learning environment within their department. They inform and consult with the Primary Leadership Team.

The French Leader is a member of the Middle Leadership Team of the Primary School (MLT). The French Leader is line managed by the Primary School Vice Principal of Organisation and Learning.

Key functions and responsibilities:

The French Leader is responsible for the development of the subject and provides leadership in the teaching and learning of the subject area. In a transdisciplinary programme, subject area knowledge is embedded in the curriculum, in particular within the POI.

Leadership:

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- To promote ISP's Mission, Vision, Guiding Statements and High Quality Learning Definition
- To participate in and contribute to a purposeful and supportive working environment in the school
- To be actively involved in the induction of new staff to the department
- To take initiative in addressing problems and contribute to strategic action planning
- To attend regular Middle Leadership meetings
- To lead regular department meetings
- To provide support for and conduct appraisal procedures for Primary School Teachers and Classroom Assistants in conjunction with the Principal
- To foster a collaborative and positive climate amongst the Homeroom Teachers, Single Subject Teachers and Classroom Assistants within their department and across the school
- To chair committees for external evaluations
- To lead professional development in their subject area
- To lead parent learning sessions in line with the parent learning schedule

Wellbeing:

- To ensure a consistent collaborative focus on improving student wellbeing
- To maintain a complete commitment to safeguarding and child protection in the school and ensure that any such concern identified by anyone in their team is quickly and systematically passed on to the Designated Safeguarding Lead
- To ensure staff are using relevant procedures to ensure safeguarding instances are documented (eg CPOMs)
- To ensure that high standards of student behaviour is maintained through providing grade level agreements, such as for lunch and park times.

Organisation and Management:

- To model and support the implementation of the school's mission, strategic plan, policies, procedures and agreements
- To be actively involved in logistics planning for the department (teaching levels, room allocation, facilities etc)
- To proofread and edit department communication
- To identify and organise resources in liaison with the VPOL and PYP Coordinator
- To assist teachers in finding relevant local curriculum-based field trips as part of Paris as a Classroom
- To lead grade-specific events and contribute to the organisation of school-wide events
- To be actively involved in the induction of students new to the grades, and in the transition of students who will be moving into, or out of, the grade during the year
- To ensure all reports being prepared by the homeroom teams are completed in a professional and timely manner in line with the report writing guidelines, and that



there is a system in place for the teams to check the style, form and content of reports before they are formally submitted

- To ensure a written record is kept of all team meetings
- To ensure that the learning environment (classrooms, shared areas and corridors) are consistently presentable to a high standard and conducive to supporting the PYP
- To lead the visible learning schedule for the department (assemblies, buddy classes, sharing learning etc.)

Curriculum:

- To assist the PYP coordinator in developing, ensuring continuity and consistency in the curriculum according to the PYP scope and sequence
- To regularly collaborate with the Student Services Team to support children with EAL and LS needs
- To ensure there is a visible and sustained focus on students taking pride in the work they produce and their books and materials
- To moderate regularly samples of student work across the department
- To contribute to the development and application of formative, summative and standardised assessment
- To support the analysis of assessment data in order to inform next steps in planning for students
- To ensure high quality reports are produced and written in line with the report writing guidelines
- To be responsible and accountable for securing the highest standards of pupil achievement across the subject area through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To ensure Curriculum Information Newsletters for the respective Grades provide parents with comprehensive and relevant information
- Ensure that Home Learning is implemented in line with the Primary School guidelines
- Collaborate with secondary school to ensure articulation and the transition from PYP to MYP
- Model, promote and share ways to allow students to inquire, explore, investigate ideas and apply their learning in rich and authentic contexts.

The position of French Department Leader is a one year (renewable one year) position.

The responsibility allowance: € 6000 gross/year.

There is 20% release associated with this position.

NB: Primary School Department Leaders will attend school 3 workdays before school officially starts for all teachers.