



Job Description

Teacher of Spanish

0.6 Fixed Term

School Mission Statement

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Please note: this job current School Teachers' Pay and Conditions Document, particularly Part XII – 'Conditions of Employment of Teachers other than Head Teachers', which itemises the general conditions of employment governing this post.

Role	Teacher of Spanish
Purpose	<p>To provide learning experiences through which pupils have the opportunity to achieve their individual potential</p> <p>To carry out the duties of a School Teacher as set out in the current Schoolteachers' Pay and Conditions Document</p> <p>Any additional duties that the Headteacher might reasonably request</p>
Reporting To	<ul style="list-style-type: none"> • Head of Department
Responsible For	<ul style="list-style-type: none"> • Planning, implementing and reviewing high quality lessons that meet the needs of the students in line with an agreed programme of study at KS 3 and 4 to maximise pupil outcomes.
Salary/Grade	<ul style="list-style-type: none"> • T1-9 (£23,720 – £39,406)
Disclosure	<ul style="list-style-type: none"> • Enhanced
MAIN DUTIES	
Catholic Ethos	<ul style="list-style-type: none"> • To actively support, enhance and develop the Catholic ethos of our school
Strategic Planning/Operational	<ul style="list-style-type: none"> • To contribute towards departmental improvement plans and implement relevant strands within it. • To participate in Ofsted preparations as appropriate • To attend relevant INSET and training
Learning & Teaching	<ul style="list-style-type: none"> • To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review • To plan, implement, deliver and review high quality lessons that meet the needs of the students and are in line with an agreed programme of study at KS 3 and 4 • To ensure that pupils make effective progress towards their target grades through high quality teaching and learning experiences • To mark pupils' work on a regular basis and record this in a mark book to show the pupils' progress throughout the year in line with departmental and school policy • To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning • To develop a classroom environment that allows all students to succeed • To implement the school behaviour management policy • To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy • To teach a timetable not exceeding 43 out of 50 periods a fortnight (pro-rata), across all abilities and both Key Stage 3 and 4 (10% of these periods will be designated as PPA time) and if NQT the 90% ceiling will be applied • To ensure continuity, progression and cohesiveness in all teaching through careful planning and preparation of lessons and courses, reviewing methods of teaching and programmes of work from time to time • To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils • To work in collaboration with colleagues to improve the quality of teaching and learning • To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement • To set and mark work to be carried out at home (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage pupils to take

	<p>responsibility for their own learning</p> <ul style="list-style-type: none"> • To work with support staff, including Teaching Assistants and Technicians, in order to benefit from their specialist knowledge and to help maximise their effectiveness within lessons • To use positive management of behaviour in an environment of mutual respect, which allows pupils to feel safe and secure and promotes their progress, well-being and self-esteem • To collaborate with other members of the MFL team to support the development of high quality resources, Schemes of Learning and Assessments
Professional Standards	<ul style="list-style-type: none"> • To ensure that performance against the Teacher Standards are to a level that is consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career (whether they are a newly qualified teacher (NQT), a mid-career teacher, or a more experienced practitioner) • To be a role model to pupils through personal presentation and professional conduct • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time • Maintaining good order and discipline among pupils and safeguarding their health and safety both on the school premises and when engaged in authorised school activities elsewhere • To co-operate fully with the employer in all matters concerning Health and Safety • To seek to enhance the teaching and learning environment, and promote the display of pupils' work • To be familiar with the School and Department handbooks and support all school policies • To establish effective working relationships with professional colleagues and associate staff, participating in the professional development of others (e.g. NQT or students on ITT) where appropriate • To strive for personal and professional development through active involvement in the school's performance management procedures, including the setting or realistic, challenging targets and participating in further training and CPD • To be involved in extra curricular activities, such as making a contribution to after-school clubs and visits • To be aware of the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SENd ○ are in receipt of Pupil Premium funding ○ are not yet fluent in English ○ are Looked After Children. • To be aware of Safeguarding legislation and procedures of the school • To participate in and contribute to the work of the department and the whole school community via meetings and discussions with colleagues both within and outside the department which relate to the curriculum, administration, organisation or pastoral arrangements of the school • To attend assemblies, registering attendance of pupils and supervising pupils, whether those duties are to be performed before, during or after school sessions.
General Duties	<ul style="list-style-type: none"> • To participate in the school's self evaluation cycle • To undertake the duties and responsibilities of a form teacher in our Catholic School • To liaise with other departments, parents and agencies to meet the individual needs of pupils • To attend departmental, form tutor or any other meetings as required. • To carry out a share of the supervisory duties in accordance with published rotas • Contribute to the future development of the department, its resources and its

teaching materials

- To attend parents' evening and other specific events
- To make a positive contribution to the wider aspects of the school.
- To assist in the promotion of the good name of the school within the community
- To undertake any other duty as specified by STPCB not mentioned in the above
- To comply with the requirements of Health and Safety Legislation and School Policy taking appropriate action where necessary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2018