



Newall Green High School

Teacher of: SPANISH

Job Description

Responsible to: Head of Faculty (as teacher) / Head of Year (as form tutor).

Responsible for: The provision of a full and rich learning experience and support for Students.

Working Time: As described in STPC document

Job Purpose:

- To fulfil the Professional Standards for Teacher (Core), in the context of being a teacher of Spanish as part of a Faculty team and as a Form Tutor as part of a Year team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and as a Form Tutor including the personal development dimension.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Principal Responsibilities

To meet all requirements as appropriate of the Teachers' standards:

Teaching & Learning:

- To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards

- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required.

Operational / Strategic planning & Quality Assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty
- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students
- To contribute to the Curriculum Area/Department's development plan and implementation.
- To plan and prepare courses and lessons
- To contribute to educational enhancement activities
- To contribute to the whole school's planning activities
- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Curriculum Provision and Development:

- To assist the Faculty Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining//awarding bodies and our Aims and Strategic Objectives.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support

- To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings Parents Evenings, liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Care Guidance and Support:

- To be a Form Tutor to an assigned group of students and to contribute to Academic Review and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To liaise with a Year Leader to ensure implementation of the Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning systems so that effective learning can take place

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification

Evidence against the person specification will be gathered in the following ways:

AF – Application Form

I – Interview Process

R – References

Competency	Essential	Evidence Gathered
Qualification	To have QTS	AF
	Evidence of participation in relevant CPD	AF/ R
	ICT confident and competent	AF
Knowledge and Understanding of the Curriculum	Understanding of safeguarding and child protection procedures	I
	A clear and good understanding of current educational issues, theory and practice, with particular regard to: The National Curriculum Equality and issues relating to pupils' access to learning Class management	AF/ I/ R
Teaching Skills	Evidence of good, successful teaching experience in KS3 & KS4	AF/ I/ R
	The ability to use ICT effectively to engage pupils	AF/ I/ R
	An understanding of how to use assessment to inform planning for good teaching and learning	AF/ I/ R
	Demonstrate consistent and effective planning of lessons to meet pupils differing learning needs	I/ R
	Evidence of good classroom management skills	I/ R
	Create a happy challenging and effective learning environment	AF/ I/ R
	Involvement and commitment to all aspects of school life	AF/ I/ R
Personal Qualities	A willingness to learn and develop new skills	I
	A desire to make a difference to the lives of young people	I
	Good written and oral communication skills	AF/ I
	Enthusiastic and positive, approachable accessible and flexible	AF/ I/ R
	Ability to work as part of a team towards a common purpose	I/ R
	An excellent attendance record	R