Teacher of Spanish Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Teacher of Spanish you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

1. Teaching

1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.

1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

1.3. Set and mark work to be carried out by the pupil in school and elsewhere.

1.4. Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

1.1. Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.

1.2. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

1.3. Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

1.4. Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.

1.5. Maintain good order and discipline among pupils in accordance with the School behaviour policy.

4. Management of staff and resources

1.6. Direct and supervise support staff assigned to you and, where appropriate, other teachers.

1.7. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

1.8. Deploy resources delegated to you in accordance with School policies.

5. Professional development

1.9. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

1.10. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

1.11. Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.

7. Working with colleagues and other relevant professionals

1.12. Collaborate and work with colleagues and other relevant professionals within and beyond the School.

1.13. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

1.14. Make a positive contribution to the wider life and ethos of the School.

Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded below and reviewed annually by the appraiser.