

JOB DESCRIPTION

POST TITLE: Teacher of MFL (Spanish)

RESPONSIBLE TO: Head of MFL

GRADE: MPR/UPR

WORKING WEEKS: Part time 13hrs/week. 195 days per year

PURPOSE OF POST:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate;
- To monitor and support the overall progress and development of pupils as teacher / form tutor;
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;
- To contribute to raising standards of pupil attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main duties/responsibilities

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Curriculum area and department.
2. To contribute to the Curriculum Area and department's development plan and its implementation.
3. To plan and prepare courses and lessons.
4. To contribute to the whole schools planning activities.
5. To assist the Curriculum Leader and the Assistant Head Teacher with responsibility for Teaching and Learning, to ensure that the curriculum provides a range of teaching which complements the schools' strategic objectives.
6. To assist the process of curriculum development and change to ensure the continued relevance to the needs of the pupils, examining and awarding bodies and the schools' Mission and Strategic Objectives.
7. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
8. To continue personal development in the relevant areas including subject knowledge and teaching methods.
9. To engage actively in the Appraisal Review process.
10. To ensure the effective/efficient deployment of classroom support
11. To work as a member of the designated team and to contribute positively to effective working relations within the school.

12. To help to implement school quality procedures and to adhere to those.
13. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
14. To seek / implement modification and improvement where required.
15. To review from time-to-time methods of teaching and programmes of work.
16. 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.
17. To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, SISRA, registers, etc.
18. To complete the relevant documentation to assist in the tracking of pupils.
19. To track pupil progress and use information to inform teaching and learning.
20. To communicate effectively with the parent of pupils as appropriate.
21. Where appropriate, to communicate and cooperate with persons or bodies outside the school.
22. To follow agreed policies for communication in the school.
23. To take part in marketing and liaison activities, such as Open Evenings, Parents Evenings, liaison events with partner schools.
24. To contribute to the development of effective subject links with external agencies.
25. To contribute to the process of ordering and allocation of equipment and materials.
26. To assist the Curriculum Leader to identify resource needs and contribute to the effective / efficient use of physical resources.
27. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and the pupils.
28. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
29. To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
30. To liaise with a Raising Achievement Coordinator to ensure the implementation of the schools' Pastoral System.
31. To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
32. To evaluate and monitor the progress of pupils and keep up-to-date pupil records.
33. To contribute to the preparation of Action Plans and progress files and other reports.
34. To alert the appropriate staff to problems experienced by pupils and to make recommendations to how these may be resolved.

35. To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils after consultation with the appropriate staff.
36. To contribute to the PSHCE and enterprise according to school policy.
37. To apply the Behaviour management systems so that effective learning can take place.
38. To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
39. To assess, record and report on the attendance, progress, development, and attainment of pupils and to keep such records as are required.
40. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
41. To ensure that ICT, Literacy, Reading, Numeracy, and school subject. specialism(s) are reflected in the teaching/learning experience of pupils.
42. To undertake a designated programme of teaching.
43. To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
44. To prepare and update subject materials.
45. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
46. To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
47. To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
48. To mark, grade and give written/verbal and diagnostic feedback as required.
49. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
50. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
51. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
52. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
53. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
54. Any other duties of a similar nature related to this post that may be required from time-to-time.

**PERSON SPECIFICATION
TEACHER OF MFL (SPANISH)**

Key

- AF** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1	Graduate in relevant subject with Qualified Teacher Status to teach Spanish at KS3 and KS4	E	AF,C
2	Well-structured supporting letter indicating beliefs, understanding of important educational issues and styles of management	E	AF
3	Commitment to and track record of CPD relevant to subject area	E	AF,C
4	Working towards further Professional Qualifications	D	AF,S
	Experience & Knowledge		
5	Good classroom practitioner at KS3 & KS4	E	AF,S,R
6	Excellent, up to date subject knowledge	E	AF,S, R
7	Excellent knowledge of classroom practice, pedagogy and national policy around education	E	AF,S
8	Track record of embracing innovation	E	AF,S,R
9	Experience in planning assessment strategies in line with desired outcomes	E	AF,S,R
10	Experience of monitoring and evaluating staff and pupil performance	D	AF,S,R
	Skills		
11	Ability to communicate effectively in a variety of situations with a range of audiences	E	AF,S,R
12	Commitment to raising standards and achieving the highest standards of achievement for young people	E	AF,S,R
13	Ability to employ a range of teaching methods and adjust these to meet individual pupil need	E	AF,S,R

	Criteria	Essential/ Desirable	Stage Identified
14	Ability to promote a high standard of literacy, articulacy and proper use of standard English within lessons	E	S
15	Ability to use ICT effectively in the classroom and to support learning	E	AF,S,R
16	Ability to provide effective and constructive feedback to pupils	E	S
17	Ability to coach/mentor, support and challenge staff and pupils	D	AF,S,R
18	Ability to create effective and positive working relationships with colleagues and senior staff	E	R
19	Ability to establish and maintain an appropriate environment for learning within the classroom	E	S,R
	Personal Attributes		
20	Ability to work independently and make a positive contribution as part of a team	E	AF,S,R
21	Commitment to own professional development and willingness to undertake training	E	AF,S,R
22	Ability to demonstrate enthusiasm and sensitivity while working with others	E	S,R
23	Ability to act as a positive role model and demonstrate high personal standards	E	S,R
24	Self-motivated and enthusiastic	E	S,R
25	Willingness to engage in the Appraisal process	E	S,R
26	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S
27	A commitment to enhancing life chances of all pupils	E	S
28	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	S
	Special Requirements		
29	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
30	Suitability to work with children/young people	E	D
31	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2024