



Job Description

POST: Teacher of Spanish

RESPONSIBLE TO: Head of Modern Languages and Head of School

POST OBJECTIVE: To fulfil the teaching requirements as directed by the head of department, according to the overall aims of the school.

To offer support to the learning and pastoral needs of individual students through the school's pastoral policy and the school's aims and values.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

BACKGROUND:

Our pupils receive an excellent all-round education which develops their independence of thought and outlook and equips them to become active citizens in a diverse world. In support of these aims we have a very active Modern Languages Department, teaching Spanish, German and French.

Our pupils study at least one modern language to GCSE. In Year 7 they begin with a taster of each of Spanish, German or French, before choosing which language to continue studying. They pick up another of these languages in Year 9, which they may opt to continue to GCSE alongside their first language. In Year 7 girls have six lessons of Spanish a week, and five in Years 8-11. Dedicated conversation lessons with a native speaker are attended by more senior girls in addition to this.

Our course leads to AQA Spanish GCSE specification 8698. Everyone is entered, and all for the Higher Tier. The teaching is based on the 'Viva! AQA GCSE' course, though grammar is stressed as the underpinning of language acquisition. Vocabulary and grammar note books are issued and used. In the examination there are components of writing, listening, reading and speaking in equal measure.

In Years 12 and 13 the girls are taught for eight and nine periods a week respectively, and this teaching is supported by a full period each week of target language conversation with the Spanish language assistant. The necessity of independent study in listening and reading is stressed and this is logged weekly and checked by staff. The course leads to the AQA specification 7692 A level or specification 7691 AS level.

Generally, there are between 10 and 20 students who take at least one modern language at A level. Most years several pupils go on to study either a language or related degree at university level. There is a recently refurbished, fully-equipped dedicated area where the Sixth Form can undertake independent listening and reading in their free time.

The school participates in annual home-stays in Spain, with staff from school who accompany the groups. LHS has a broad and busy extracurricular programme, and the successful applicant will be expected to assist with extracurricular activities within the department and within the school.

DUTIES:

- To teach the pupils according to their educational needs and abilities
- To monitor, assess and report on pupils in accordance with departmental and school policies
- To mark and record all marks from term work, test, course work and internal examinations
- To assist in the formulation of the aims, objectives and policies of the department within the overall aims and policies of the school
- To contribute to the development of syllabuses, materials and schemes of work within the department and from time to time to review, with other departmental members, methods of teaching etc. to ensure implementation of any new requirements, maintenance of standards and new technologies
- To contribute to the development of a stimulating learning environment including wall displays and to supervise the use and care of teaching rooms
- The attendance at all Parents' Evenings relevant to students taught
- To participate in and contribute to the general management of the school by promoting the ethos of the school, as detailed in the school's aims and values, and the rules and guidelines, and to contribute, when appropriate, to discussions on aspects of school policy, curriculum and organisation
- To set work, as far as possible, when absent
- To take part in the development and consolidation of cross-curricular developments and partnerships
- To take part in, and lead as necessary, trips and visits abroad
- To carry out a number of supervisory duties in accordance with rotas
- To serve as a form tutor when asked to do so
- To adhere to and carry out all relevant aspects of the school's Health and Safety policy
- To undertake, where appropriate, other roles, which may arise either in the department or in the wider school environment

Person Specification

- Experience of teaching 11 – 18 years range would be ideal; however, we welcome applications from PGCE/NQT
- Must have a passion for Spanish
- Competent in the use of ICT for teaching and learning purposes
- Competent in the use of ICT for recording and monitoring use
- Good team worker
- Effective and efficient communication skills

Any other duties relating to the job as required from time to time by the Headmistress.

	Essential	Desirable
Qualifications	A graduate with a good honours degree in Spanish (or including Spanish)	A Masters or further degree A degree covering a second language Qualified teacher status
Experience		Experience with working with 11-18 age range Evidence of an ongoing personal creative practice Proven track record of academic success within the subject area or NQT equivalent
Skills	Effective behaviour management skills, both inside and outside the classroom Ability to adapt teaching and processes to respond to the strengths of all students, knowing when to differentiate appropriately Excellent interpersonal skills and ability to communicate with students, staff and parents effectively	
Knowledge	Good Spanish subject knowledge Excellent contemporary practice knowledge Mastery of a specialist skill-based discipline The ability to teach and/or willingness to develop skills in a wide range of disciplines	Ability to offer a second language to at least GCSE Current knowledge of educational change and issues
Personal qualities	The ability to foster a love of learning and respect for the subject in all students Dedicated to promoting the subject within the school and marketing outside the school Determined and driven Energetic and enthusiastic individual Committed to life-long learning Ability to organise your own workload, prioritise and meet deadlines, and react to competing demands	

The successful applicant will be expected to assist with extracurricular activities within the school. Salary will be determined according to LES pay scales.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, she/he must report any concerns to the school's child protection officer.

Should you have any queries, having read these details, please do not hesitate to contact the school. You may want to visit our website at www.leshigh.org