

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Teacher of Spanish
Reporting to:	Head of Spanish
Department Overview	<p>The Spanish Department is responsible for the teaching of the Spanish Language and Hispanic Culture to pupils from Key Stage 2 through to A Level. The Department currently consists of three members of staff, including the Head of Department.</p> <p>The successful candidate with both excellent subject knowledge and a passion for everything Hispanic will contribute to this dynamic team. The results in Spanish at both GCSE and A level are consistently excellent with the majority of girls gaining top grades. Uptake of Spanish in the Sixth Form is very positive and a good number of girls leave to study Languages at leading universities, including Oxbridge.</p> <p>The Department is extremely well equipped with a Sanako Language Lab and where pupils always have access to the latest textbooks (UAP AS/Hodder AS) supplemented with up to date web resources (Kaboodle/My Dynamic Learning). All language classrooms have projectors and classes can be taught using any number of web resources available. Resources are shared across the Department providing a plethora of options for almost every lesson.</p> <p>The focus is predominantly on pupils' well-being and development and, as a result, the Department works in a very pupil-centred fashion.</p> <p>In terms of extra-curricular activities, the Department is involved in a Spanish Exchange with a school in Barcelona, which is offered to pupils from Year 11 to the Sixth Form. Also trips are organised to the Viva Spanish Festival to attend Hispanic films and review talks to broaden their outlook.</p>
Role Overview	The role of Teacher of Spanish is available from September 2017. The post holder will be expected to make a contribution to the extra-curricular programme and help to promote the Department.
Main duties and responsibilities:	<ol style="list-style-type: none"> 1. To deliver to pupils enthusiastic and expert teaching in Spanish, ensuring the use of varied and innovative techniques, differentiation and academic rigour in the various year groups, including teaching Years 12 and 13 following the latest AQA specification. 2. To deliver a small number of additional revision sessions for pupils. 3. To use a variety of teaching methods to suit pupils' individual learning needs, selecting appropriate learning resources and developing study skills through the library, ICT and other sources, embracing the use of new technology including Language Lab.

4. To encourage achievement and academic rigour; undertake regular and consistent assessment of the girls' progress, in line with departmental policy; and communicate with parents, both orally and in written reports, according to school policy.
5. To lead by example; to be punctual for lessons and monitor pupils' punctuality and attendance; to ensure that behaviour and actions do not place pupils or teachers at risk or harm or at risk of allegations of harm from a pupil; to act as a positive role model and in a professional manner at all times.
6. To keep up to date with developments in the subject and new teaching methods and implement those in the classroom, when appropriate, making full use of available facilities which include the regular use of peer observations.
7. To monitor the performance of individual girls in each class taught.
8. To ensure work is differentiated to take into consideration differences in ability, aptitude and learning style of all girls in each class taught.
9. To take on the role of Form Tutor, which involves developing good working relationships with the girls and overseeing their well-being.
10. To liaise and communicate effectively, as necessary, with Form Tutors and Heads of Year.
11. To deliver topics to be covered in form time and in the PSHCE programme.
12. To be prepared to do duties and cover which may reasonably be required and to attend meetings at school and departmental level, related to the curriculum or organisation of the school.
13. To contribute to the extra-curricular life of the school.
14. To organise and attend trips relevant to curriculum areas, ensuring these are managed through the relevant system and within budget requirements.
15. To assess, monitor and report in line with School policy and requirements.
16. To attend Parents' Evenings, ensuring that parent needs are met and appointments are kept to time.
17. To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
18. To become familiar with, and follow, all school policies.
19. To ensure awareness of what is happening in and around the school, checking and responding, where necessary, to school emails at least once every school day.
20. To develop self through CPD and improve IT skills, attending IT training courses in order to maximise effective use of all school systems.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree • PGCE (Secondary) in Spanish or equivalent 	<ul style="list-style-type: none"> • First class or Upper Second Class honours degree. 	<ul style="list-style-type: none"> • Production of the Applicant's original certificates.
Experience	<ul style="list-style-type: none"> • Experience of teaching pupils in the relevant age range • Working as part of a team 	<ul style="list-style-type: none"> • Evidence of contributing to extra-curricular work of the department • Teaching experience beyond PGCE • Experience of teaching high ability pupils up to and including A-level • Contributing to running areas within the department and development of resources 	<ul style="list-style-type: none"> • The application form. Evidence of results achieved. • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge and passion for the Hispanic world. • An ability to deliver creative and engaging lessons • Excellent classroom management • Excellent organisational skills • Excellent command of English, both spoken and written • Excellent interpersonal skills • ICT literacy • Up to date knowledge of child welfare issues 	<ul style="list-style-type: none"> • Ability to use pupil tracking data • Experience and/or awareness of the particular requirements of teaching in a single- sex girls' school 	<ul style="list-style-type: none"> • The application form • Interview • Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Passion for helping children and young people learn about the living world • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Ability to engender confidence in young people • A warm, friendly and patient manner • Ability to build positive relationships with all pupils that allow them to achieve to their highest potential • Discipline and time management skills • A sense of humour 	<ul style="list-style-type: none"> • Ability and willingness to embrace responsibilities within the department • Ambitious 	<ul style="list-style-type: none"> • The application form • Interview • Professional references
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