|  |  |
| --- | --- |
|  **JOB TITLE**  | Teacher of Spanish (KS3 French desirable)  |
| **DEPARTMENT/SECTION**  | Modern Foreign Languages  |
| **REPORTS TO**  |  Head of MFL  |
| **LINE MANAGES**  |  N/A |
|  **JOB SUMMARY:** The Teacher of Spanish will plan and develop engaging lessons which stimulate pupil interest and enthusiasm for the language, whilst also enabling pupils to make excellent progress. S/he will demonstrate excellent subject knowledge and be able to communicate this to pupils in an enthusiastic and imaginative way.  |
|  **KEY DUTIES AND RESPONSIBILITIES:** * Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Setting appropriate and demanding expectations for pupils’ learning and motivation.
* Setting clear targets for pupils' learning, building on prior attainment and considering each pupil as an individual.
* Using teaching methods which keep pupils engaged, including stimulating pupils’ intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
* Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
* Regular marking and monitoring pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress.
* Participating in departmental discussions of pupil targets and progress and of the development of strategies to meet departmental target.
* Participating in departmental discussions of pupil targets and progress and of the development of strategies to meet departmental target.
* Providing informative reports to parents.
* Participating in extra-curricular departmental activities
 |
| **TEACHER - GENERIC DUTIES AND RESPONSIBILITIES**Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.Teaching and Learning* Plan, prepare and deliver purposeful and productive lessons to assigned classes.
* Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
* Encourage pupils and show enthusiasm for their subject in the classroom.
* Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil’s progress in their subject.
* Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
* Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
* Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
* Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
* Research new topic areas and maintain up-to-date subject knowledge.
* Undertake report writing and the award of internal grades as required.

Department* Carry out any reasonable subject-related duties assigned to them by the Head of Department.
* Attend department meetings and moderation meetings as requested by the Head of Department.
* Contribute to the Department’s devising and writing of new subject materials when required.
* Be familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular* Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the

School as required by the Head of Department, Deputy Warden or the Heads ofSection and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.* Take part in the outdoor programme of the School in activities ranging from Games to the

Duke of Edinburgh’s Award and the Combined Cadet Force.Pastoral* Be familiar with the School’s health and safety guidance and be responsible for personal health and safety and that of the pupils.
* If full-time, be prepared to undertake the pastoral role of a form tutor.
* Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils’ Code of Conduct and Dress Code.
* If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties* Support and foster the aims of the School.
* Be familiar with the contents of the Staff Handbook, the School’s aims and policies and endeavour to follow these closely.
* Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
* Attend staff meetings, parents’ evenings, Commemoration Day, Inset sessions and similar

important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.* Notify the Head of Department and the Deputy Warden as early as possible if absent from School and set rigorous, appropriate work.
* Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
* Take part in the School’s performance management scheme and appraisal
 |
| **FOREST SCHOOL’S POLICY AND PROCEDURE**  The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.  |
| If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.  The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.   |

RL/CB - Feb18