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# **SANDYMOOR SCHOOL**

# **JOB DESCRIPTION – TEACHER OF SPANISH**

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| **MAIN PURPOSE OF JOB:** |
| To teach Spanish to GCSE, AS and A2 level. To support the school’s aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils. |
| **MAIN DUTIES:** |
| **General Duties**   * To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school’s Behaviour Policy. * To participate in the school’s pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description. * To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere. * To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions. * To provide guidance and advice to pupils on educational matters. * To cover for absent colleagues within the terms of the agreed procedures. * To participate in administrative and organisational tasks related to the Post. * To attend assemblies. * To carry out any directions which may reasonably be given to him/her by the Head.   **Specific Professional Duties**  **1. Teaching and Assessment**   * To plan lessons for courses, having due regard to the curriculum. * To teach pupils, according to their educational needs, including the setting and marking of work. * To assess, record and report on the development, progress and attainment of pupils. * To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils. * To participate in arrangements for preparing pupils for external examinations.   **2. Educational Methods**     * To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements. * To make appropriate use of textbooks, ICT and other learning resources. * To review methods of teaching and learning activities from time to time. * To keep up-to-date with research and developments in subject(s) taught.   **3. Working with others**     * To participate in relevant meetings – departmental, staff, pastoral, INSET. * To contribute to the programme for the induction and assessment of newly qualified and trainee teachers. * To supervise any person providing support within the classroom.   **4. Communication with Parents**   * To communicate and consult with parents. * To liaise with the Head of Department and the relevant Pastoral staff when further communication is deemed necessary.   **5. Staff Development**   * To participate in the school’s Professional Review arrangements. * To take responsibility for own professional development and to set objectives for improvements. * To participate in arrangements for further training and professional development as a teacher.   **6. General Notes**   * The above responsibilities are subject to the general duties and responsibilities contained in the Statement of the Governors’ Conditions of Employment. * This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. * This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post. * This is a growing school and the job description will be reviewed annually to ensure the needs of the school are still being met. * It will be assumed that the post holder will be flexible, adaptable and willing to meet these changing needs. |

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# **PERSON SPECIFICATION**

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| **EDUCATION/TRAINING/QUALIFICATIONS** | **ESSENTIAL/**  **DESIRABLE** | **EVIDENCE**  **Application Form, Interview, Reference** |
| Qualified Teacher Status.  Degree in Spanish or related degree.  Upper Second Class Honours Degree from a respected University.  Qualification in a second foreign language (ideally Mandarin) | E  E  D  D | A  A  A  A |
| **KNOWLEDGE/EXPERIENCE** | **ESSENTIAL/**  **DESIRABLE** | **EVIDENCE** |
| Classroom teaching experience, with excellent subject knowledge and classroom management skills.  An understanding of pupils’ educational development from 11 -18 years.  Involvement in the development of schemes of work which prepare pupils for GCSE, A, AS and Oxbridge examinations.  Experience of planning and implementing the curriculum and assessment, including English and cross-curricular aspects.  Proven record for securing good public examination results.  Knowledge of effective teaching and learning strategies across the age and ability range.  Experience of school improvement strategies, including use of comparative data to set targets.  An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.  Application of ICT to teaching and learning.  Knowledge and/or experience of the application of a virtual learning environment (VLE) as an aid to teaching and learning. | E  E  D  D  D  E  D  E  E  D | A/I/R  A/I/R  A/I  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I |
| **PERSONAL SKILLS AND ATTRIBUTES** | **ESSENTIAL/**  **DESIRABLE** | **EVIDENCE** |
| Good communication skills with the ability to communicate effectively across the Foundation.  Inter-personal skills.  Ability to prioritise time effectively and to plan ahead.  Confidence with an ability to motivate others, particularly pupils.  Self awareness and presence.  Commitment, enthusiasm, integrity and reliability.  Independent thinker, able to put arguments forward and debate an issue.  Flexibility and a willingness to learn.  Ability to work as a member of a team.  Caring, kind and approachable, especially in relation to pupils.  Positive and optimistic.  Creative.  Willingness to become involved in the wider life of the School. | E  E  E  E  E  E  D  E  E  E  E  E  E | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I  A/I/R  A/I/R  I/R  I/R  A/I  A/I/R |

# **TERMS AND CONDITIONS**



**SPANISH TEACHER**

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| **SALARY** |
| The starting salary will be dependent on experience. Sandymoor School follows the Conditions of Service for School Teachers in relation to the awarding of Salary Scales. |
| **HOURS OF WORK** |
| During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra curricular programme. |
| **HOLIDAY** |
| All school holidays except as described above. |
| **LINE MANAGEMENT** |
| Head Teacher. |
| **PENSION** |
| All teachers who join Sandymoor School will automatically become members of the Teachers’ Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers Pension Scheme. The School will contribute 14.1%. The Scheme is contracted out of the State Earnings Related Pension Scheme and a contracting-out certificate, under the Pension Schemes Act 1993, is in force. The School will not normally be prepared to contribute to another scheme should the employee decide to make alternative pension arrangements. |
| **OTHER BENEFITS** |
| * Life Insurance cover will be provided for teachers who join the TPS at Sandymoor School. * Training and Development Opportunities will be offered. * Payment whilst absent will be in accordance with the current Teacher’s Sick Pay Regulations, as defined in the School Teachers’ Pay and Conditions Document. |

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire and an enhanced Police check will be carried out through the Criminal Records Bureau. The School will seek two references prior to the interview. The successful applicant will be required to complete a twelve month probationary period.