

Sedgehill School

Job Description

Post:	Teacher of Spanish
Responsible to:	Subject Leader Modern Foreign Languages
Salary:	Inner London Pay Scale

The key task of all teachers is to deliver high quality teaching and learning in the classroom; ensuring good quality planning, marking and record keeping.

All teachers are tutors and may be responsible for the delivery of a planned Citizenship programme throughout the year through tutor time.

General Roles and Responsibilities:

- To teach across the age and ability range, carrying out the professional duties of a schoolteacher in accordance with the current provisions of the Conditions of Employment of School Teachers.
- To effectively plan and deliver lessons/programmes in accordance with the School's Scheme of Work and National Curriculum requirements, ensuring all learning is explicitly planned and differentiated for all learners.
- To regularly assess and record students' performance, reporting to the appropriate Subject Leaders, external agencies, outside providers and to parents/carers as required and advising on examination entries as appropriate.
- To contribute to subject and whole school improvement, participating in subject and staff meetings as appropriate.
- To undertake duties as a tutor, including keeping an accurate attendance register, ensuring paper records are kept and attending to the welfare and grievance needs of the tutor group.
- To communicate with parents/carers on a regular basis in order to discuss progress, achievement and attainment.
- To undertake whole school duties on a rota basis, such as break time supervision as directed
- To participate in the school performance management system.
- To implement Sedgehill School's Equal Opportunities statement and other school policies.
- To be prepared to undertake continuing professional development.
- To be thorough in keeping records and using data to inform target setting and planning.
- To contribute to the Sedgehill self-evaluation process.

Person Specification

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Responsible to: Subject Leader Modern Foreign Languages

Salary: Inner London Pay Scale

Qualifications:

- Qualified Teacher status.
- First or subsequent degree.
- Recent and relevant professional development.

Experience:

- Up to date knowledge and understanding of Spanish teaching.
- Relevant and successful recent teaching experience of Spanish.
- Proven record of high quality teaching and classroom management.
- Experience of strategies that have impact on raising individual student and whole school standards.
- Ability to meet the needs of all students.

Skills:

- Demonstrate a thorough understanding of the requirements needed to carry out the main responsibilities.
- Ability to communicate effectively, both orally and in writing to parents/carers and others.

Personal Qualities:

- Good communication skills for a variety of audiences, both verbally and written.
- To have high expectations of staff and students.
- The ability to be able to work well under pressure and to respond quickly and appropriately to situations, which may arise in a school.
- To have a real commitment to raising the achievement of all students.
- To be able to motivate staff and students.
- To have a constant and consistent professional approach to all matters and members of the school community.