	Job Description:	**Scale:**	**Classroom Teachers' Pay Scale**
	Teacher of Spanish	**Hours/Weeks :**	**32.5 hrs/39 wks**
		Updated:	**March 2018**

Person reports to:	● Head of Faculty: Modern Foreign Languages (MFL)
Person supervises:	● none
Purpose of Job:	● Carry out the professional duties of a school teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD). ● To be accountable for the raising of student attainment, their achievement and progress in Spanish and key stage and in your own classes. ● To develop an exciting, challenging and relevant learning experience for all students. ● Develop teaching and learning of Spanish within the Modern Foreign Languages Faculty. ● To be accountable for promoting and safeguarding students' welfare and personal development as part of a faculty and whole school approach.

MAIN DUTIES AND RESPONSIBILITIES

1. Strategic direction, development and accountability for the curriculum area

- To follow school policies and procedures as laid down in the staff handbook by the Headteacher or his Deputies from time to time.
- To be a member of a duty team. To carry out supervision of students at break time, at the end of school and at the beginning of morning and afternoon school.
- To attend meetings on a regular cycle as agreed within the school calendar and to attend parents' evenings and other occasions as the Headteacher may reasonably require from time to time within 'directed time'.
- To uphold agreed standards of dress, behaviour and discipline around the school.
- To take part in the school's Performance Management programme and its support, supervision, monitoring and review procedures.
- To act as form tutor or co-tutor.
- To teach the tutor group the PSHE Scheme of Work and participate in reviewing and evaluating the scheme.
- To fulfil any other related teaching duties which the Headteacher may reasonably require from time to time.

2. Learning and Teaching

- To ensure high quality teaching and learning to raise students' attainment and wider achievement understood as the primary responsibility of all staff in the faculty.
- To teach Key Stage 3 and GCSE Spanish.
- To plan and implement effective lessons within an agreed departmental framework where learning objectives are made explicit to students.
- To ensure that high quality and effective homework is set regularly in line with the Department and School Homework Policy.
- To develop effective practice for marking and assessment, recording and reporting within an agreed department policy as part of a whole school approach.
- To develop effective teaching and learning resources which cater for the full ability range and share these with colleagues.
- To develop the active use of ICT within your Spanish teaching in line with Department and whole school approaches.
- To plan and implement specific curriculum initiatives and development as part of a team approach, within an equal opportunities framework after negotiation with the Heads of Department and Head of Faculty.
- To deliver positive behaviour management strategies in your classroom based on praise and reward, to promote learning and in accordance with the Faculty Policy.
- To develop Spanish contribution towards students' personal and social development as part of a whole school approach.
- To work in partnership with the Learning Support and EAL Department to support the needs of identified students to access the curriculum.
- To maintain a classroom environment offering a welcoming and supportive atmosphere to students including displays of students work as laid down in the school policy.
- To take responsibility for the deployment and security of resources for Spanish under the overall management of the Head of Faculty – Modern Foreign Languages.
- To promote Spanish as an extra-curricular activity, within the general life of the school.
- To ensure that all aspects of your Spanish teaching have due regard to and promote equal opportunities practice.
- To ensure that high standards of health and safety are maintained at all times within your teaching.

3. SCHOOL ETHOS

- Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- To support the school in meeting its legal requirements for worship.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.
- Willingness to contribute to the broader life of the school, including through active involvement in enrichment activities and supporting the House system.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

	Person Specification and Selection Criteria	**Scale**	**Classroom Teachers' Pay Scale**
	Teacher of Spanish	**Updated**	**March 2018**

Descriptor	Essential/Desirable
Qualifications	
Qualified Teacher Status and a track record as a consistently good or outstanding practitioner	Essential
Evidence of your PGCE Qualification	Essential
Good First Degree	Essential
GCSE O'levels in Maths and English	Essential
MA (or working towards)	Desirable
Professional Experience, Knowledge and Understanding	
Excellent professional knowledge in Spanish, including of recent developments in the curriculum, and of a range of pedagogical approaches to raise attainment	Essential
Good effective communication, ability to prioritise, delegate, make cost-effective use of resources and problem solve quickly and imaginatively	Essential
Successful experience of coaching and supporting others	Essential
Evidence of sustained impact on pupils' achievement, both through your own teaching and through support for and working with others	Essential
Consistent record of good and outstanding lessons, planning for progression and assessment for learning	Essential
Commitment to treating others fairly	Essential
Commitment to achieving the highest possible results for all students, and to the schools' values of treating all members of the school community with kindness, politeness and respect.	Essential
Understanding of the needs of students in diverse school population	Essential
Consistent record of good and outstanding lessons, planning for progression and assessment for learning	Essential
Evidence of collaborative working with other subjects	Desirable
Willing to share with students your belief in and commitment to the importance of reading.	Essential
Abilities and Skills	
Ability to take responsibility for a whole school area	Essential
Ability to interpret data and communicate the significance of that data to staff, students and parents	Essential
Ability to act as a role model for students and other staff, at all times being professional and respectful in your dealings with others in the school community	Essential
Excellent communication and user ICT skills	Essential
Ability to work under pressure and meet deadlines	Essential
Personal Qualities	
Strong ongoing commitment to developing your own knowledge skills and understanding as an educator, including good use of professional development	Essential
Self-motivated with exceptional organisational and planning skills	Essential
Involvement in networking and sharing of best practice	Essential
Recent experience of Ofsted Inspection	Desirable
Resilient and determined to achieve goals	Essential
Committed to the ethos of the school	Essential
Willingness to be flexible and take on additional duties as and when required	Essential
Equal Opportunities Awareness	
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	Essential
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	Essential
A commitment to working in a flexible and collaborative manner with all members of the school community	Essential
Child Protection and Safeguarding Awareness	
A strong understanding of child protection and safeguarding matters	Essential
A commitment to safeguarding and promoting the welfare of young people	Essential