



JOB DESCRIPTION – TEACHER OF SPANISH WITH FRENCH

Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:

- To uphold the vision and aims of the school.
- To work co-operatively with, and in support of, all adults in the school. To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.

Job Description: Teacher of Spanish with French

Responsible to: The Head of Faculty, Head of Year and relevant line managers.

Liaises with: Special Needs Co-ordinator, Teaching and Non-teaching staff, Parents, Local Education Authority Officers and relevant outside bodies

Main Duties:

- To raise standards of student achievement within the whole curriculum area and to monitor and support student progress.
- To develop and enhance the teaching practice of others within the faculty to ensure outstanding teaching and learning in Languages, in conjunction with the Head of Faculty.
- To develop the Spanish Schemes of Work at KS3 and KS4.
- To be accountable for student progress, attainment and development of Spanish across the school.
- To be responsible for monitoring assessment of in Spanish at KS3 and KS4.
- To work closely with the HoF to raise attainment in Spanish.
- To monitor and support the overall progress and development of students as a leader within the curriculum area and as a form tutor.
- To be responsible for developing pupils literacy and numeracy skills in Spanish.
- Assist with MFL extra-curricular activities.
- To take part in coaching.
- To attend relevant whole school meetings and act as Faculty representative.

Role of the Teacher

1. To facilitate and encourage learning which enables students to achieve high standards.
2. To share and support the corporate responsibility for the well-being, education and discipline of all students.
3. To work to achieve the aims of the school.
4. To prepare and teach lessons of a high standard to the students assigned to him/her according to the students' needs, which will include: following designated programmes of study, carrying out necessary assessments, providing full information/comments for records and monitoring students in accordance with agreed faculty and school policies.
5. To maintain discipline in accordance with school policies and encourage/demonstrate good practice in the form/classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
6. To plan and deliver intervention programmes for students at KS3 and KS4 to raise their attainment. This will involve one-to-one tuition and small group sessions.
7. To contribute to the corporate tasks of development, record keeping, monitoring, evaluation, the maintenance of materials and lessons and meet deadlines.
8. To read and disseminate effectively relevant information to forms contained in internal communications such as daily staff and pupil bulletins.
9. To undertake the registration of students at each lesson and record absences accordingly. To actively participate in the application of the school homework policy which includes setting, marking of homework and monitoring/initialling homework diaries.
10. To work closely with and consult those teachers who are also responsible for similar curricular areas ensuring continuity and progression for pupils, which includes whenever possible, preparing work when absent from school.
11. To be seen as an approachable trusted adult with whom students can discuss their personal interests and problems
12. To participate in and contribute to the support and development of whole school policies, procedures and events.
13. To participate in professional development in relevant areas which may include attending meetings, courses etc. as part of the school's Performance Management Policy.
14. To follow the general administrative procedures in the staff handbook and other school policies.
15. To keep the teaching room in a pleasant and attractive order. It is the responsibility of teachers to make their room a good working environment. Displays should be of a high standard and frequently updated.
16. As a form tutor, to take an interest in the pastoral and academic welfare of their tutor group and liaise with the relevant Head of Year.
17. As a form tutor, to conduct a daily "thought for the day", and administer the daily reading session in registration.
18. To undertake other appropriate duties as required by the Headteacher.

MAIN FACULTY RESPONSIBILITIES : (Mainscale)

- To be responsible for teaching Spanish & French at Key Stages 3 and 4.
- To take the lead on the development of Spanish new resources & schemes of work in KS3/KS4.
- To represent the Faculty at meetings.

RELATIONSHIPS:

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

All Job Descriptions at Westleigh High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of these Job Descriptions is to clarify and sharpen the focus of the role of the postholder.

This job description will form part of an annual review to discuss your professional development. This review will be between you and your Line Manager.



Wigan Local Authority and the School Governing Body are committed to safeguarding and promoting the welfare of children.

This post is subject to Enhanced Disclosure procedures.