



SETTLE COLLEGE

JOB DESCRIPTION

Name:

Date appointed:

Job Title: **Teacher of Spanish**

Salary Grade:

Responsible to: **Subject Leader MFL**

Responsible for: **Teaching of Spanish/MFL**

Exercise of general professional duties

A teacher's responsibilities at Settle College are those set out in the School Teachers' Pay and Conditions document including any other reasonable duties requested by the Principal and in line with agreed national, county and College policies. Reference has also been made to the Teachers' Standards.

Learning & Teaching

- Planning and preparing courses and lessons in line with the Learning & Teaching Policy:-
 - with differentiation according to age and ability and, where appropriate, special educational need
 - in line with the school's policies on Literacy and Numeracy and Citizenship;
- Assessing, recording and reporting on the development, progress and attainment of students (including monitoring student progress against academic potential and appropriate targets) having due regard for the Assessment for Learning policy;
- To deliver engaging and motivating lessons to students across all Key Stages;
- Implementing the school's policy for Behaviour for Learning, rewards and sanctions;
- Acting as a Form Tutor or being attached to a year group (see generic Form Tutor job description below) and playing a part in ensuring the successful development of the college's tutoring programme;
- Participating in the development and delivery of the Personal Development programme;
- Contributing to students' Spiritual, Moral, Social and Cultural development in line with College policy;
- Communicating and consulting with parents as required;
- Awareness of potential of each student, monitoring progress against potential and taking action to enable students achieve that potential;
- To deliver teaching over time that is never less than consistently good;
- To work as a team supporting the department to spread and share good practice.

Personal and Professional Development

- To be involved in annual appraisal arrangements as determined by the current school teachers' pay and conditions document and College policy;
- To undertake an annual identification of professional development and training requirements with a line manager as part of the appraisal process;
- To engage in regular review of learning and teaching and of programmes of work;
- To take an active role in the development of subject schemes and teaching materials under the guidance of the Subject leader;
- To engage in the quality assurance processes within the department;
- Acting as a role model in terms of attitude, dress (including adhering to the College dress code for teaching & non-teaching staff) and interaction with others;
- Make a positive contribution to the wider life and ethos of the school.



Discipline, Health and Safety

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- To uphold and promote the College's child protection and safeguarding policies and procedures;
- To promote the safety and well-being of students;
- To support the College uniform policy and ensure students are correctly dressed at all times;
- To take the electronic register in a timely manner each lesson.

Meetings and Directed Time

- To participate in all directed time activities as identified by the calendar and the duty rota.

Specific Form Tutor Responsibilities

Care Guidance and Support

- To be the primary point of contact between parents and the College;
- To take a keen interest in the academic and personal development and well being of students within the Form;
- To support the College policy on uniform and to ensure students are correctly dressed at all times;
- To liaise as necessary with Learning Managers, the Pastoral Team, Subject Leaders and parents;
- To take part in the monitoring process for students causing concern in line with the Behaviour for Learning Policy;
- To deliver the taught element of the tutorial programme;
- To act as a role model and mentor;
- To produce reports on students' progress as part of the College reporting system;
- To monitor and sign student planners supporting their use by students as a organisational tool;
- To be aware of the targets and special needs of students within the form and to play a part in helping them to meet those targets;
- To provide support for the students' House activities.

Administration

- To ensure that morning registration procedures are correctly administered;
- To be a first check on monitoring of progress, attendance, punctuality and behaviour.

North Yorkshire County Council Statements

Data Protection

- To comply with the County Council's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement



Flexibility

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.

Customer Service

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

Signed**Date.....**