**JOB DESCRIPTION: TEACHER OF SPANISH (Part time / Full time)**

*This job role will play a critical part in enabling the School to achieve its vision:*

***Excellence as a habit, not an action. Excellence in who we are; Excellence in what we do; Excellence in our service of others***

*The Marist school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment*.

**Job Title:** Teacher of Spanish

**Status:** Permanent appointment, commencing April or September 2021

**Role Summary:**

1. **Main purpose of the job role:**
* Teach a robust, innovative and inspiring Spanish curriculum across all Key Stages from Year 8
* To complete all tasks pertinent to this role in a timely and appropriate manner
* To be a form tutor and to act appropriately when pastoral matters require immediate and ongoing attention, working in direct contact with the Head of Key Stage
* Be a champion for education and be willing to adapt and grow in ensuring the best possible experience of learning for all pupils
1. **Teaching and Learning:**
* Plan, prepare and deliver outstanding lessons to all pupils
* Manage and develop appropriately differentiated resources, uploading and sharing them on our school VLE
* Contribute to the ongoing Modern Foreign Languages and whole school Curriculum strategy
* Constantly monitor and track pupil progress, ensuring appropriate intervention strategies are applied when applicable
* Maintain appropriate behaviour management strategies, both in and outside of the classroom. Follow the school achievement and sanction policies
* Keep a record of student progress and set appropriate targets
1. **Promoting and Developing the Department:**
* Stay abreast of ongoing teaching advancements and ensure Schemes of Work are planned accordingly
* Constantly be on the look-out for external initiatives that the school can participate in
* Help to raise the profile of Spanish and MFL throughout the whole school

**4. Performing other ad hoc duties.**

* Any other duties as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
* Undertake any training considered appropriate for the better performance of the role.

**This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.**

**Appraisal** (Annual Professional Review/s)

* The post holder will be part of the school’s appraisal scheme. They will have an appraiser who will set agreed targets for the year. The Line Manager will monitor and review performance, including group teaching. The school will support the continuing professional development of all staff.

**Professional Development**

* Keep up to date with current developments and emerging technologies in education to enable the school/department to move forward.
* Regularly review the effectiveness of teaching in consultation with your Line Manager, refining approaches where necessary.
* Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
* Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training and any other training required by the school.

**Health and Safety Responsibilities:** In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Head Teachers, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

**Review and amendment**

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

Signature of post holder: …………………………………………………….. Date: / /

Signature of Chair of ……………………………………………………… Date: / /

Governors / Line Manager

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level or equivalent | ✓ |  |
| Qualified Teacher Status | ✓ |  |
| **Experience and Skills** | **Essential** | **Desirable** |
| A talented, innovative and ambitious subject practitioner  | ✓ |  |
| An outstanding teacher of Spanish at all key stages with a proven track record of achieving the highest standards. | ✓ |  |
| Ability to use data and ICT effectively to assess performance and raise achievement | ✓ |  |
| Experience of improving students outcomes | ✓ |  |
| Understanding of innovative approaches to learning and teaching | ✓ |  |
| Understanding of the National Curriculum | ✓ |  |
| Willingness to be a form tutor and/or pastoral work | ✓ |  |
| Knowledge and understanding of schools’ statutory responsibilities regarding safeguarding and the needs of students with SEND |  | ✓ |
| Well-developed interpersonal and organizational skills and the ability to work collaboratively | ✓ |  |
| **Teaching and Learning** | **Essential** | **Desirable** |
| Full of enthusiasm for teaching and learning and wanting to inspire both students and staff | ✓ |  |
| Outstanding learning secured for students through outstanding teaching and a calm, orderly environment | ✓ |  |
| Positive relationships with students that support good emotional health and excellent behaviour and attitudes | ✓ |  |
| Willing to contribute to the school’s co-curricular programme | ✓ |  |
| **Vision and Strategy** |  |  |
| Vision and values aligned with the school’s high aspirations and high expectations for children, staff and families | ✓ |  |
| Willingness to engage with parents in order to encourage their close involvement in the education of the children  | ✓ |  |
| Flexible approach both in time and managing a varied workloadAble to manage time effectively to meet deadlines | ✓ |  |
| **Leading Relationships with Stakeholders** |  |  |
| A deep commitment to the safeguarding and wellbeing of all students | ✓ |  |
| Commitment to working with others to secure the best outcomes for children | ✓ |  |
| Skillful management and understanding of how to inspire and secure strong relationships | ✓ |  |
| **Work Related Personal Qualities** |  |  |
| Demonstrate personal enthusiasm and commitment to subject leadership aimed at making a positive difference to children and young people | ✓ |  |
| Demonstrate personal and professional integrity, including modelling values and vision | ✓ |  |
| Commitment to support the aims of the school | ✓ |  |
| Maintaining a sense of perspective and a good sense of humour | ✓ |  |
| Evidence of commitment to an understanding of collective responsibility | ✓ |  |
| Fully supportive of the Catholic ethos of the school | ✓ |  |