



## Job Description

Job Title: Teacher of Spanish

Reporting to: Head of Spanish

Salary: Main Scale Point

Job Purpose: To teach Spanish at Key Stage 3, IGCSE and IB Level.

### Main responsibilities

- Planning, preparation and delivery of Spanish lessons.
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students.
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Contribute to the development of the Spanish curriculum.
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of the students are met.
- Participating in continuing professional development (CPD) opportunities, and taking part in action research exercises.
- Participating in staff, group or other meetings related to the school curriculum or pastoral care.
- Adopting and working towards the implementation of the departmental and school development plans.

### Important Notes

- The job description will be reviewed and will be subject to amendment in consultation with the postholder.
- The postholder will follow school policies and procedures; especially in terms of inclusion and safeguarding.
- The postholder will carry out any other appropriate duties as requested by the Head Teacher.

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level	✓	
Qualified Teacher status	✓	
<b>Experience</b>		
Minimum of 2 years' experience in a professional field	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge of the teaching of Spanish language and literature.	✓	
Understand Spanish curricular demands at Key Stage 3, IGCSE and IB.	✓	
<b>Professional Skills and Abilities</b>		
Effective communication and interpersonal skills	✓	
Organisational and planning skills	✓	
<b>Personal Qualities</b>		
Flexible and adaptable in approach to different situations	✓	
Able to manage own workload effectively	✓	
Personal commitment to own professional development and lifelong learning	✓	
Open-minded, inclusive and tolerant towards others	✓	
Be well-motivated, have integrity and observe confidentiality	✓	