

PRIMARY SPANISH TEACHER JOB DESCRIPTION

LOCATION	The British International School of Kuala Lumpur
JOB PURPOSE	To provide high quality Spanish teaching and learning
REPORTING TO	Head of MFL
OTHER KEY RELATIONSHIP	TLAs, HOY

KEY RESPONSIBILITIES

1. The pastoral care, safety, behaviour and safeguarding of the children under your care
2. Ensure that the children in your lessons feel happy, safe and secure and support those children who aren't
3. To be involved in all aspects of the Spanish department, including, but not limited to, planning, assemblies, assessment and general teacher duties.
4. To be involved in wider school activities, including, but not limited to, PLD, TLC's, duties, support and cover.
5. To follow the framework of the school's policies and procedures.
6. To develop and maintain an engaging SOW that challenges and supports our students.
7. Ensure productive parent relationships through excellent face to face communications, email, your weekly review, reports and regular contributions to school communications
8. Work with, direct and support Assistant Teachers to improve children's learning opportunities
9. Demonstrate good subject knowledge and proactively upskill this knowledge in order to teach the Spanish Curriculum
10. To take an active role in the continued development of the Primary Spanish Curriculum
11. Take an active role in your own Professional Learning and Development through involvement in Teacher Learning Communities, Staff Meetings, and other external PLD opportunities and Nord Anglia University
12. To participate in Developmental Dialogue at regular intervals throughout the academic year
13. Implement school policies relevant to pastoral care, behaviour and safeguarding within your class
14. To teach a set timetabled number of periods per week as directed by the Head of Primary
15. Any other tasks tasks as directed by the Principal and/or the Head of Primary

PERSONAL SPECIFICATIONS – Skills Knowledge and Experience

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| <ul style="list-style-type: none"> ▪ A degree from an institution of higher learning ▪ A recognised teaching qualification | Essential |
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<ul style="list-style-type: none"> ▪ At least three years Teaching Experience (essential for gaining a Malaysian Work Pass), at least some of which is with Primary School children ▪ Ability to demonstrate a clear track record of high quality pastoral care and a clear commitment to a positive education approach ▪ Clear understanding of what makes good language teaching and learning ▪ Demonstrate a clear understanding of what makes good progression in language lessons ▪ High expectations of children's behaviour, social development and academic outcomes ▪ Ability to build relationships with Support Staff ▪ Foster strong home-school links ▪ Integrate technology into the classroom experience to enhance and extend the learning of students ▪ Successfully teach students using technology in a virtual/hybrid environment 	
<ul style="list-style-type: none"> ▪ Experience of working in a Positive Education Setting ▪ Experience of teaching Spanish to Key Stage Three children 	Desirable

Personal Attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in [Location].
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.
- Student wellbeing should be valued and nurtured

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities*:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation