

Job Description

Job Title: Teacher of MFL (Spanish)

Location: Greenwood Academy

Hours of work: 32.5

Reports to: Head of Department

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN (CORE) DUTIES

Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the curriculum area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision:

To assist the Head of Department, in ensuring the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and strategic objectives.

Staffing

Staff Development:

Recruitment/ Deployment of Staff

- To take part in the academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for academy MIS registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.
- To contribute to the development of effective subject links with external agencies.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students.

Pastoral System:

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with a pastoral leader to ensure the implementation of the academy's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and citizenship British modern values and enterprise according to school policy
- Modelling the Aylward Citizen in daily interactions with students and adults

Teaching:

- Setting high expectations which inspire, motivate and challenge pupils
- Managing behaviour effectively to ensure a positive and safe learning environment
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified the Principal not mentioned in the above.
- To comply with personal safeguarding responsibilities including prevent.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Job Title: Teacher of Spanish

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Specific qualifications	<ul style="list-style-type: none"> • Right to work in the UK 	<ul style="list-style-type: none"> • N/A
	Qualifications required for the role	<ul style="list-style-type: none"> • Degree in maths • QTS 	<ul style="list-style-type: none"> •
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> • experience of working within secondary sector KS3 -5 • sound classroom management skills • ability to work as part of a team • ability to work with a range of colleagues • excellent knowledge of subject area • evidence of good outcomes • creative and engaging teaching style • commitment to raising standards of achievement and to achieving school targets • willingness to provide extra-curricular activities 	<ul style="list-style-type: none"> • experience of working in multi-ethnic school
Behaviours	Line management responsibilities	n/a	
	Skills/Abilities Sound evidence of:	<ul style="list-style-type: none"> • willingness to attend events organised for 	

		<p>students and parents</p> <ul style="list-style-type: none"> • willingness to contribute to additional duties i.e. lunch duty • commitment and ability to meet deadlines • commitment to CPD • flexibility • organisation • energy • determination 	
	Scope of the role	<ul style="list-style-type: none"> • Teach core subject from KS3-5 	
	DBS	<ul style="list-style-type: none"> • This post is subject to receipt of a Disclosure and Barring Service Certificate 	<ul style="list-style-type: none"> • N/A
	Special requirements	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	<ul style="list-style-type: none"> • N/A