

Atelier 21 School
Class Teacher Job Description

Post title	Spanish Teacher
School:	Atelier 21 School
Salary and grade:	
Line manager/s:	The Head of School, Lead Teacher/Assistant Headteacher and the governing body
Supervisory responsibility:	May be responsible for the deployment and supervision of non-teaching colleagues relevant to their responsibilities

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
 - Be responsible and accountable for achieving the highest possible learning outcomes and personal conduct
 - Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students
 - Act within, any statutory frameworks, and professional duties and responsibilities outlined in the Atelier 21 School *Conditions of Employment Document*.
 - Take responsibility for promoting and safeguarding the welfare of students within the school
-

Duties and responsibilities

Teaching

- Create daily lesson plans and learning activities for students based on national, local and school standards in Spanish education and research and knowledge of developmental behaviours.
- Advance, develop and extend pupils' understanding, interest and curiosity in Spanish education.
- Provide all pupils to have equal access to Spanish education to experience success in their work.
- Deliver high-quality, engaging instruction in the form of discussion, direct teaching, demonstrations and independent practice using a variety of proven methods.
- Manipulate lessons when required to give all students access to the curriculum regardless of capability, learning level, language proficiency or level of interest in the subject.
- Evaluate student performance on tasks established by the standards using different methods such as observation, performance-based tasks or other standard test practices.
- Maintain a safe, orderly and supportive classroom by modelling expected behaviour and standards, promoting positive interactions.
- Communicate with parents regarding student progress, potential and behaviour periodically through phone or electronic means and at parent and teacher conferences.
- Develop pupils' familiarity, competence and confidence with appropriate Spanish concepts, principles, methods and vocabulary.

Atelier 21 School

Class Teacher Job Description

- Improve skills and knowledge in teaching by regularly taking classes, attending workshops and discovering new methods of delivering exciting content to students.
- Deliver the Atelier 21 School curriculum as relevant to the age and ability group/subject/s in your class/group.
- Be responsible for the preparation and development of facilitative teaching materials, learning programmes and pastoral arrangements as appropriate.
- Be accountable for the learning outcomes and progress of the students in your class/group.
- Be aware of student capabilities and their prior knowledge in planning and differentiating enquiry-based and self-directed learning, demonstrating knowledge and understanding of differing learning styles.
- Have a clear understanding of the needs of all students, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive facilitative teaching approaches to engage and support them
- Use an appropriate range of observation, assessment and Personal Progress Diaries, as a basis for shared, challenging learning objectives for students of all backgrounds, abilities and dispositions, monitoring learners' progress and outcomes.
- Make accurate and productive use of a range of assessment tools to secure pupils' progress
- Give pupils regular feedback, both orally and written, encouraging students to respond to the feedback, reflect on their progress, their emerging needs and to take a responsible and conscientious attitude to their own learning, research and study
- Use relevant information to monitor progress, set shared targets, and identify subsequent learning experiences
- Participate in arrangements for examinations and assessments as required. Plan shared out-of-class activities to consolidate and extend the knowledge, skills and understanding students have acquired as appropriate

Behaviour and Safety

- Establish a safe, purposeful and stimulating learning environment for students, rooted in mutual respect.
- Establish a framework for acceptable behaviour with the students that demonstrates a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes/groups effectively, using approaches which are appropriate to students needs in order to inspire, motivate and challenge
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of the Atelier 21 community.
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the Conditions of Employment.
- Be responsible for promoting and safeguarding the welfare of students within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at Atelier 21 School, which relate to the learners, Atelier 21 curriculum or organisation of the school including pastoral arrangements
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Atelier 21 School
Class Teacher Job Description

- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the Atelier 21 curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the *Conditions of Employment Document*

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to student learning and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the Atelier 21 School

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the *Conditions of Employment Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, learning outcomes and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the Atelier 21 School or as developed as an outcome of your appraisal
-

Other

- To have professional regard for the ethos, policies and practices of the Atelier 21 School, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of Class Teacher: _____ **Date:** / /

Signature of Headteacher: _____ **Date:** / /