



JOB DESCRIPTION

TEACHER OF SPANISH AND FRENCH

REPORTING TO: Head of Department

PURPOSE OF JOB: Teachers are responsible for ensuring high standards of learning and achievement for all pupils they teach and are expected to play a full part in the life of the school. They share collective responsibility for the daily running of school business, including the work of a tutor, and other supervisory duties.

KEY RESPONSIBILITIES

- 1) Teach classes to a very high standard of professional practice, with a view to ensuring that students acquire a detailed understanding, enjoyment and that they secure excellent results in their examinations including:
 - a. Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
 - b. Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation, and good use of resources.
 - c. Setting high expectations for pupils' behaviour, establishing, and maintaining a good standard of discipline through
 - d. well-focused teaching and through positive and productive relationships.
 - e. be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other individual needs.
 - f. Set regular and appropriate preparatory and written work according to whole school and departmental policies.
- 2) Teach the subject using a variety of teaching methods across the full scope of the students from Year 7 through to Sixth Form, including GCSE, AS and A Level and International Baccalaureate (IB), selecting appropriate learning resources and develop study skills.
- 3) Promote the values of Worth as a Benedictine community of learners so that students acquire the values, attitudes, skills and knowledge needed to make a positive contribution to School.
- 4) Act as a tutor to a group of students and meet with them weekly during the tutor period ensuring:
 - a. promote the general progress and well-being of individual students and of the Tutor Group as a whole.



- b. alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
 - c. contribute to the preparation of Action Plans and progress files and other reports.
 - d. communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
 - e. contribute to Personal, Social, Health and Economic education (PSHE) and citizenship and enterprise according to school policy.
- 5) Establish good relationships with parents and the wider community by:
- a. knowing how to prepare and present informative reports to parents and how to conduct a meeting during the designated Parents' Meetings.
 - b. recognising that learning takes place outside the school context and providing opportunities to develop pupils.
 - c. understanding by relating their learning to real and work-related examples.
 - d. understanding the need to liaise with those responsible for pupils' welfare within the school.
 - e. Invigilate examinations (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.
- 6) Participate in duties on school days including attending staff meetings, assemblies, whole school church services, INSET days, parents' conferences, and Speech Day.
- 7) To lead on evaluating own teaching critically to improve effectiveness and taking an active part in the performance review process.
- 8) Liaise with the Subject Leader to ensure the implementation of department policy and best practice and to keep up to date with research and developments in pedagogy and in the subjects they teach
- 9) Ensure the Health and Safety of their students including that classrooms and associated areas are secure, safe, orderly, and stimulating environments for students.
- 10) Make a direct contribution to the overall strategy and objectives of the department and develop and implement the necessary change processes.
- 11) Fully engage with the extra-curricular life of the school, for example, through supervision of an activity or involvement in coaching or supervision of a sports team
- 12) Conduct regular educational visits as appropriate within the School Policy of External Visits.



- 13) Undertake, from time to time, various administrative tasks in support of their Department and as directed by their Head of Department.
- 14) To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role as agreed in your Personal Development Plan.
- 15) To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

SUBJECT AND DEPARTMENT REQUIREMENTS

- 1) To be added as needed bases on the need of the Department.

GENERAL REQUIREMENTS

- 1) Adhere to and always ensure compliance with the school's Child Protection Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- 2) Ensure the provision of a safe and secure working environment, in keeping with legal requirements. Maintain discipline in accordance with the school's procedures and encouraging good practice regarding punctuality, behaviour, standards of work and homework.
- 3) Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures, and risk assessments.
- 4) Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- 5) Conduct from time to time, any other duties as may be required but within the scope of this job description.



PERSONAL SPECIFICATION

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher or Newly Qualified Teacher • Educated to degree level in subject area • Certification in preferred subject area • Evidence of continued professional and personal development 	<ul style="list-style-type: none"> • First Aid Certificate
Experience	<ul style="list-style-type: none"> • Teaching to GCSE and A Level standards • A passion for improving education standards and having contributed positively to the success of the School • Working knowledge of teachers' professional duties and legal liabilities • Teach Spanish to KS5 • Teach French to KS4 	<ul style="list-style-type: none"> • Ability to teach International Baccalaureate (IB). • Ability to teach other languages
Knowledge / Technical/ Work-based Skills	<ul style="list-style-type: none"> • Exceptional written and oral communications skills • Solid observation skills, specifically in discerning comprehension • Fundamental understanding of effective clerical procedures. • Be enthusiastic, self-motivated and committed to helping all for whom they have responsibility to achieve the best possible standards. • Have the ability to inspire and promote confidence and foster an enjoyment of their subject. • Form and maintain good professional relationships. • Take an active interest in current developments within their subject area and wider educational issues. • Have a willingness to participate in new initiatives where appropriate • Willingness to contribute to the wider life of a busy school. 	



	<ul style="list-style-type: none"> • Ability to inspire and motivate others and to relate well to students in Years 7 to 13. • Ability to prioritise effectively and meet deadlines. • Persistence, with the energy to drive things forward, in consultation with others • Excellent knowledge of using Microsoft Office to an advanced level • Ability to understand and adhere to Child Protection and Safeguarding legislation. 	
<p>General Skills/ Attributes</p>	<ul style="list-style-type: none"> • Able to demonstrate a professional, enthusiastic, and flexible attitude towards all customers, whether they are pupils, staff, or visitors • To be physically fit and able to undertake manual work • A clean and smart appearance in keeping with the role. • Ability to influence and manage people in other teams to meet targets and workloads • Exceptional attention to detail and accuracy • Exceptional interpersonal and communication skills, verbal and written • Ability to act on own initiative • Ability to prioritise workload and support others to do so • Commitment to team working with an ability to coach others • Self-motivated, with the ability to be flexible and adapt to the changing needs and demands of the organisation. • Flexibility, a positive approach to the role, and willingness to work unsocial hours 	



Values	To uphold and live the School values of: <ul style="list-style-type: none">• Community – choose community• Worship – have an attitude of gratitude• Humility – keep your feet on the ground• Stewardship – leave it better than you found it• Service – serve your heart out• Silence – listen more than you talk	
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COMPETENCY PROFILE

Breadth of Vision - Vision to identify significant trends in the subjects and the ability to communicate these to the department and other Heads of Department.

Flexible approach to change – Adapts to meet new challenges in addition to identifying and introducing changes where they are considered necessary.

Quality – Set and maintain the quality and standards of work in the subjects and insistence on these standards in others.

Creativity – provide creative and practical solutions to meet students’ needs and be able to stimulate interest and enthusiasm for the subjects among the community.

Communication – ability to communicate at all levels within the school.

Developing people – motivates and empowers individuals to take responsibility and develop their skills for the benefit of the school.

Planning – uses strategic vision to define priorities and plan time and resources realistically to achieve departmental and overall school objectives.

Pastoral – willingness to contribute to the broader life of a thriving boarding school

This job description may be altered to meet changing educational context and will be reviewed in consultation with the post holder.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Prepared: KJN	Ref: Standard Template
Approved:	Revision: 1 Date: March 2021