**Job Outline**

**TEACHER OF SPANISH**

**Possibility of subject leadership for suitably qualified candidate**

**Responsible to:** Assistant Headteacher

**Salary Grade:** Main / Upper Scale (dependent on qualifications and experience)

**Full time/Part time:** Full time

**Job Purpose**

* To deliver high quality learning in Modern Foreign Languages through lessons and extra-curricular clubs.

**Key Responsibilities**

The School Teachers' Pay and Conditions Document specifies the general / professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

* Plan and deliver high quality, well-structured Spanish lessons to pupils at KS3 and KS4 level
* Deliver engaging Spanish lessons across a wide range of specialisms
* Ensure a strong understanding of the KS3 curriculum and KS4 qualification specifications
* Demonstrate strong subject knowledge and a willingness to continually develop this
* Maintain an understanding of curriculum developments in the subject
* Maintain high expectations in lessons and follow the school’s behaviour policy
* Regularly assess students' work and provide feedback to ensure strong pupil progress
* Contribute to the planning of the Faculty through production of resources and schemes of work
* Contribute to the ethos of the school through extra-curricular opportunities and partnership with local organisations
* Establish and maintain positive relationships between school and parents/carers
* Contribute to the pastoral work of the school through the role of form tutor
* Be willing to teach at least one additional subject
* Leadership responsibilities can be negotiated for exceptional candidates

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

**Safeguarding**

* Demonstrate a commitment to keeping children and young people safe
* Report any disclosure made to you to the appropriate person
* Report any safeguarding concerns in the workplace to the appropriate person
* Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure all duties and services provided are in accordance with the trust’s Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

