



SPANISH TEACHER

DATE OF APPOINTMENT: September 2019

THE ROLE:

In September 2019 we will be launching an enhanced languages curriculum. This coincides with our move away from the traditional Common Entrance examinations as our main assessment framework towards a diverse and relevant curriculum designed for pupils working towards success at GCSE and beyond.

We are therefore, keen to introduce Spanish into our curriculum, as an additional subject. Spanish is currently taught by a peripatetic teacher for pupils who request individual lessons.

The role requires you to demonstrate an expertise in your subject, teaching Spanish from Reception up to and including Year 6. However, it is envisaged that this will grow to the teaching of Years 7 and 8 and possibly 13+ scholarship level.

There are currently two full time teachers in the MFL department.

REPORTING TO: The Head of Ancient & Modern Foreign Languages and the Deputy Head (Teaching & Learning) in all respects.

JOB DESCRIPTION:

Teaching

- To encourage and stimulate the pupils to achieve excellence in all their endeavours and to expect the highest standards
- Identify and adopt the most effective teaching approaches in Spanish and keep abreast of contemporary educational issues.
- To foster a love of Spanish through planning and delivering stimulating lessons.
- Teach Spanish to pupils in Reception – Year 6,
- To prepare lessons in line with the agreed curriculum and schemes of work in Spanish.
- To assist and support the Head of Department by developing and sharing new schemes of work and resources, assisting with general administrative duties and other reasonable tasks.
- To ensure that the pupils' work is presented and maintained in an organised and accessible format.
- To create an atmosphere within the classroom and surrounding corridors that will encourage learning. This will include the displaying of pupils' work, posters, pictures and artefacts as appropriate, keeping them up to date and refreshed
- To mark and assess the pupils' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner.
- To report progress to parents at Parents' Evenings and in written reports.
- Have an understanding of how to support those who need additional help in Spanish.



- To liaise with the SEND department about pupils' individual needs.
- To ensure that IEPs are managed and maintained effectively.
- Promote school initiatives in classroom teaching activities.
- Participate in subject specific INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development programme.
- Promote and help to organise a range of events to develop a love and raise the profile of Spanish.

Pastoral

- To monitor closely the behaviour of the pupils in lessons and to deal with any inappropriate behaviour, in consultation with the Head of School and or Assistant Head (Pastoral).
- To encourage and reward the pupils for good behaviour, using a variety of different and appropriate methods.
- To communicate effectively and regularly with parents and other staff by responding in a timely manner to emails and queries.

Additional Duties

- To perform break time and lunchtime duties as required.
- To organise and run a Spanish Clubs as required of all staff.
- To supervise pupils during assemblies, if possible.
- To assist with the organisation and running of trips and events when necessary.

Personal Attributes

- Educated to degree level in Spanish.
- To be a qualified teacher with QTS status.
- Experience of teaching Spanish at Key Stage 1 and 2.
- Knowledge of Senior School Entrance examinations and access arrangements is desirable, but not essential.
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the pupils to learn.

Other

- Assist with the co-curricular programme.
- Work as part of the staff team and be a positive member of the Common Room.
- Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties.
- Support the aims and ethos of the school, and contribute to and support the spiritual side of school life.
- All teachers are expected to attend assemblies, departmental and staff meetings, Parents' Evenings, Open Days, Sports Day, Speech Day and INSET days. Attendance for other important events will be negotiated in advance.

Swanbourne House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow the school's Child Protection procedures